OKI

OKIFAX OF-7

User's Guide

Precautions

Installation

1. The machine should be installed in a location not subject to direct sunlight and which is as dust free as possible (i.e., avoid such locations as beneath air conditioners, etc.).
2. Do not plug the facsimile machine into a power source shared by noise-producing electrical appliances (i.e., air conditioners, electric typewriters, etc.).
3. Leave all installation work to authorized servicing personnel.

Operation and Maintenance

1. Use a dry piece of cloth to clean the control panel and main body of the unit.
2. Do not lubricate moving (rotating) parts yourself.
3. Pull out the AC plug before trying to remove any foreign objects which may have fallen into any part of the machine.

Printing Paper Storage and Handling

1. Unopened packages of thermal printing paper, if stored properly at 76° F (24° C) and 65% humidity, have a shelf life of at least five years.
2. Store copies on thermal paper and opened packages of paper in dark places with temperatures below 105° F (40° C).
3. Do not store copies on thermal paper so that they are touching blue print copies, plastic film or plastic binders. The chemicals in these materials may cause the copy to fade.
4. Do not put tape on thermal copies in order to avoid chemical fading.
5. Do not store copies so that the two images are facing and touching each other. One image may rub off onto the other.
6. When reloading the printing paper, smooth out the leading edge as much as possible, correcting any creases and curling.

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OKIFAX OF-7 USER'S GUIDE

Identification of Controls and Indicators

I. ROUTINE OPERATIONS

II. SPECIALIZED OPERATIONS

III. PROGRAMMING

IV. INITIAL SETTINGS

V. REPORTS

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INTRODUCTION

The OKIFAX OF-7 is an easy-to-use and efficient desktop facsimile which will revolutionize all of your written business transactions. The OKIFAX OF-7 is capable of transmitting and receiving a standard business letter in one minute or less anywhere there is a standard telephone service network.

What a facsimile actually does is to convert a document into electronic signals (audio tones) which are then sent through a telephone system to be converted back into a "facsimile" of the transmitted document by the facsimile on the other end of the line. This new system has virtually revolutionized modern business communication.

The OKIFAX OF-7 is not only equipped with a number of special, advanced features such as 16 shades of gray scale, One-Touch Autodialing and automatic polling and reception, but it also has a built-in report system which gives you every detail concerning the messages you have sent and received for easy and efficient communication management.

In order to learn how to use your OKIFAX OF-7 efficiently and with the least complication, we recommend that you take a moment to read through this guide. It is composed of six main sections for quick reference: ROUTINE OPERATIONS, SPECIALIZED OPERATIONS, PROGRAMMING, INITIAL SETTINGS, REPORTS, and MAINTENANCE. Use the Table of Contents to find the section you want to refer to, and the Index to locate information about specific subjects. We hope that the OKIFAX OF-7 will prove to be as much of an asset to your business as we think it can be.

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Identification of Controls and Indicators

Main Body of Machine (Top Cover Opened)

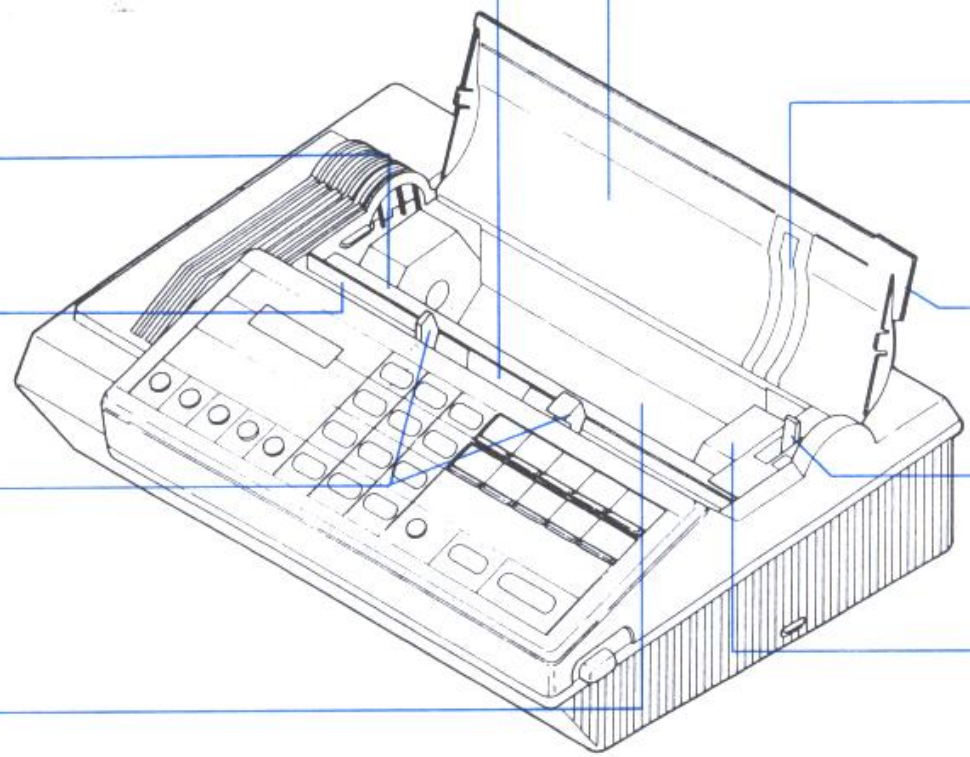
Paper Guide
(Guides the receive paper between the Print Rollers)

Automatic Document Feeder
(Place original documents in this slot)

Tear Bar
(Aids in tearing the paper after printing)

Document Guides
(Hold your original document straight. Slide these guides to the edges of your original document)

Paper Compartment
(Printing paper storage)



Top Cover
(Covers Paper Compartment)

Paper Supply Window
(Used to check the amount of paper remaining)

Top Cover Latch
(Opens Top Cover)

Paper Release Lever
(Releases the pressure applied to the printing paper)

Paper Retainers
(Hold the printing paper. To compensate for different paper widths, switch the positions of the retainers)

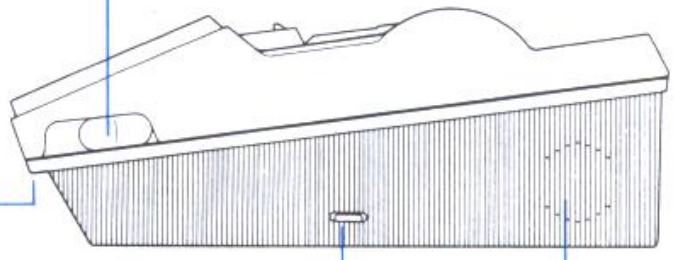
Right Side

Document Release Lever
(Pull forward to remove a jammed document)

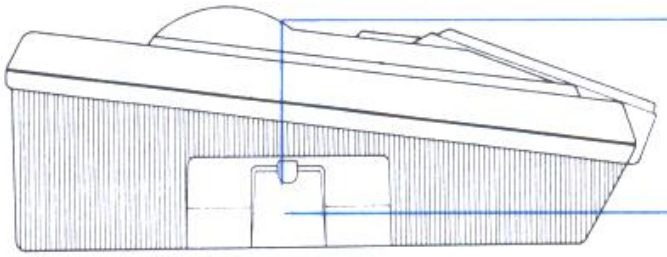
Exit Guide
(Guides the original documents out of the machine)

Speaker Volume Switch
(Controls the volume level of the speaker)

Speaker
(For monitoring call progress tones)



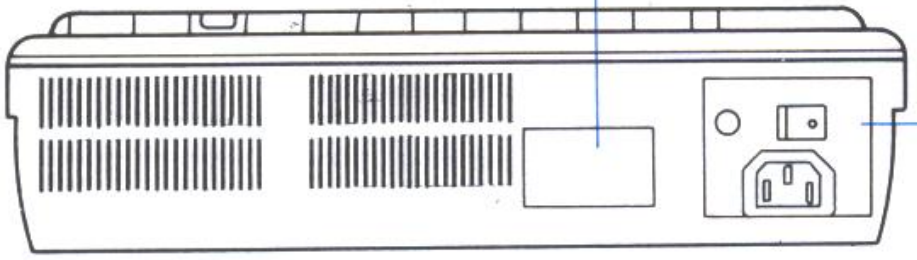
Left Side



External Telephone Jack
(Connects the external telephone handset to the OF-7)

Line Jack
(Connects the OF-7 to the external telephone line)

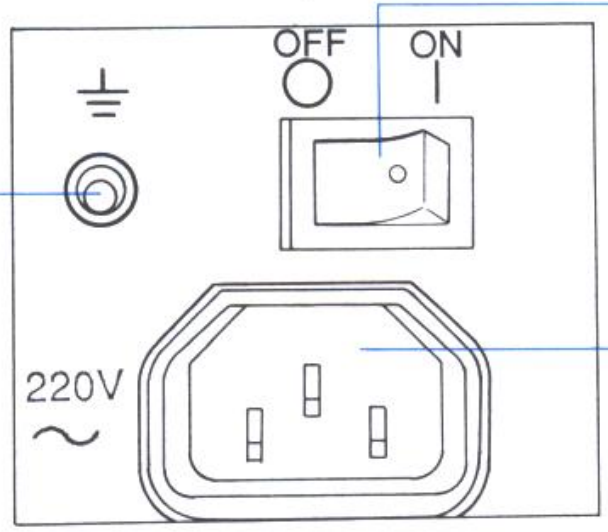
Back Panel



Serial Number Plate
(Identifies the machine's model and serial number)

Power Inlet and Switch
(See detail)

Power Inlet and Switch Detail

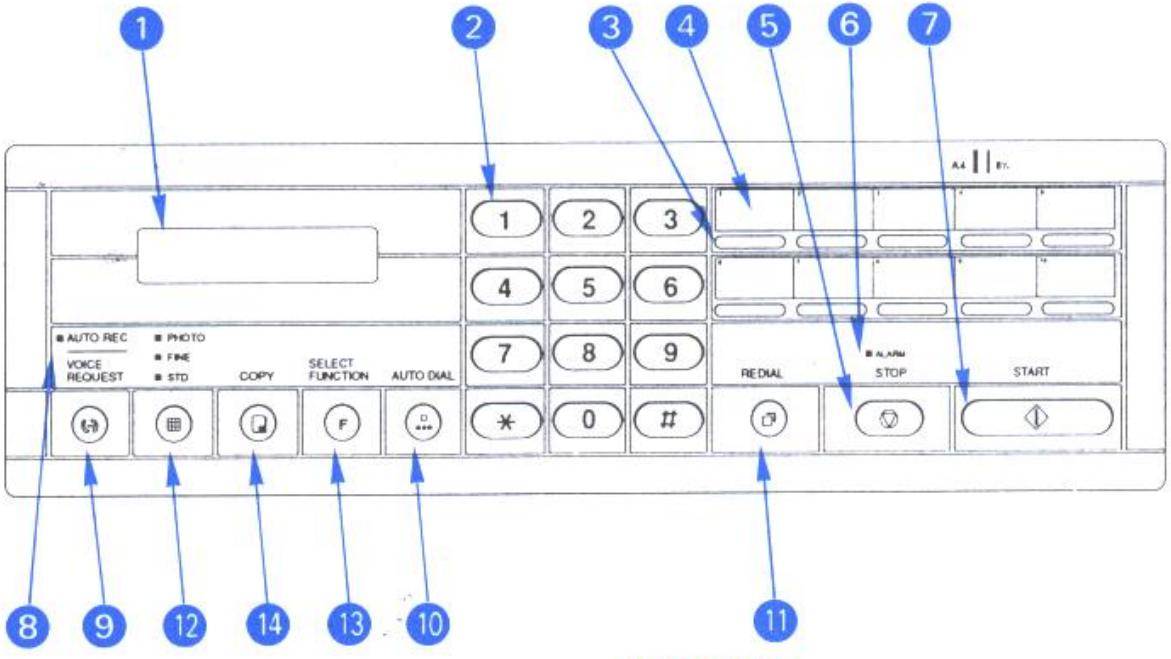


Power Switch
(The main ON/OFF switch for the OF-7)

AC Power Inlet
(Plug the AC power cord, supplied with the OF-7, into this inlet)

Grounding Post
(In the event that grounding is not available from your AC power outlets, connect this grounding post to a suitable earth ground)

Control Panel



1 LCD Display
The display gives instructions and information about your machine. Refer to the display for readouts while the unit is performing operations and while you are programming functions.

2 Keypad
These twelve keys work for the internal telephone just like the keypad on a normal telephone. You will also use the keypad for various programming functions.

3 ONE-TOUCH Keys
These keys are used to automatically dial up to 10 preprogrammed telephone numbers.

4 One-Touch Labels
Use these labels to write the names or numbers which identify each programmed One-Touch key.

5 STOP Key
This button is used to cancel the operation currently in progress, to turn off the Alarm indicator or to return to the normal standby state after programming OF-7 functions.

6 Alarm Indicator
This indicator will glow red and an alarm will sound to notify you of a problem. The alarm tone will stop after 3 seconds. To turn the red alarm indicator off, press STOP and correct the problem.

7 START Key
Press the green START key to initiate the operation indicated in the display.

⑧ VOICE REQUEST/AUTO REC Indicator
This indicator will glow green when your machine is in Auto Receive mode (to automatically answer incoming calls). The indicator will flash green, during a facsimile session, to notify you that someone wishes to speak to you directly (a Voice Request).

⑨ VOICE REQUEST/AUTO REC Key
Press AUTO REC when you want your machine to automatically receive documents. When Auto Receive mode is active, the associated indicator will be on. The mode remains active until you press AUTO REC again to deactivate it. During a facsimile session, press this key to initiate or answer a Voice Request.

⑩ AUTO DIAL Key
Your OF-7 can store up to 10 Auto Dial numbers. To use the Auto Dial numbers, press this key then enter the two digit Auto Dial code for the number you want to reach.

⑪ REDIAL Key
Press REDIAL to tell the OF-7 to redial the last number it dialed.

⑫ TRANSMIT RESOLUTION Key
Press this key to change the resolution you use for transmitting documents. Use STD for normal originals, FINE for detailed or small print originals, and PHOTO for originals that include colors or many shades of gray.

⑬ SELECT FUNCTION Key
Press this key to activate the OF-7's function mode. Press SELECT FUNCTION, then press the appropriate keys on the keypad to access the available features of your machine.

⑭ COPY Key.
When an original is loaded in the document feeder, press COPY to make a local copy of the original. When no original is loaded in the feeder, press COPY to feed printing paper through the machine.

Signal Tones

Voice Request
A repetitive "warbling" tone indicates that the party on the other end of the line either wants to talk to you or acknowledges your request for a telephone conversation.

End of Session
This tone consists of a short "beep" at the end of a transmitting or receiving operation.

Error
When you press a key and three short "beeps" sound, the OF-7 is informing you that the key operation is invalid. When three long "beeps" sound, the OF-7 is informing you that a problem with the facsimile session has occurred.

Off-Hook Alarm
This is an intermittent "warbling" sound that tells you that your machine is off the hook.

Button/Key Select
A short "beep" will sound each time a button or key is pressed.

I

ROUTINE OPERATIONS

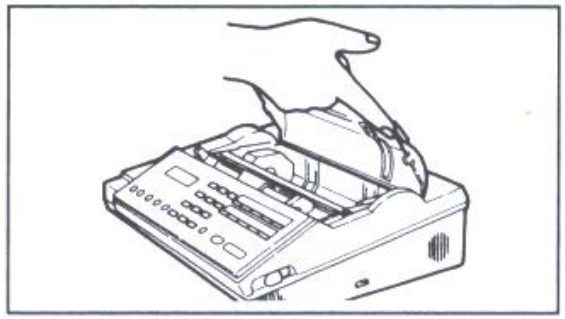
Paper Handling

Loading Printing Paper

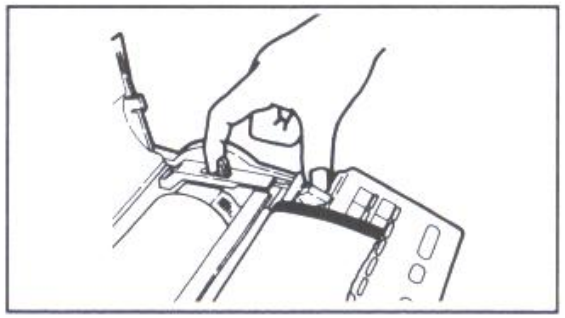
Reload a new roll of paper into the machine when:

1. The Paper Supply Window shows that the old roll is nearly empty
2. A black mark appears on received copies indicating END OF PAPER.
3. The error alarm sounds, the alarm indicator is lit and the display reads, "NO PAPER".

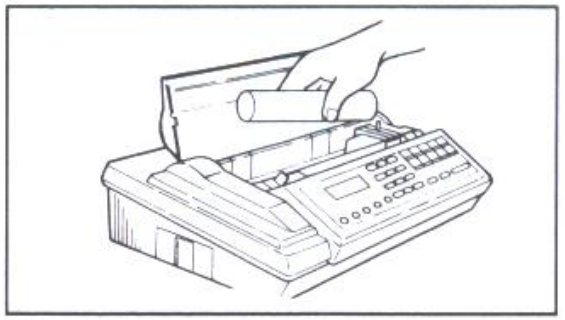
1 Using the top cover latch, open the top cover.



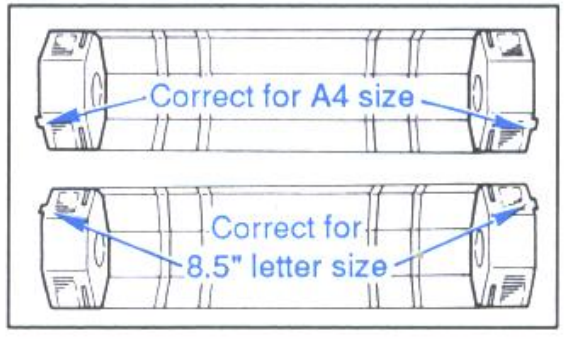
2 If printing paper remains in the print roller area, pull the green paper release lever toward the front of the machine. This releases the leading edge of the paper from the print roller. When correctly positioned, the display should read, "HEAD RELEASE".



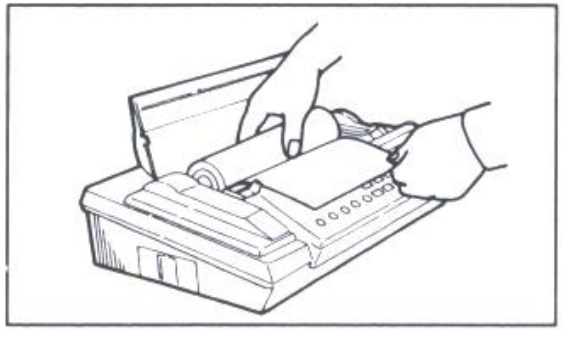
3 Remove the empty roll of printing paper from the paper compartment.



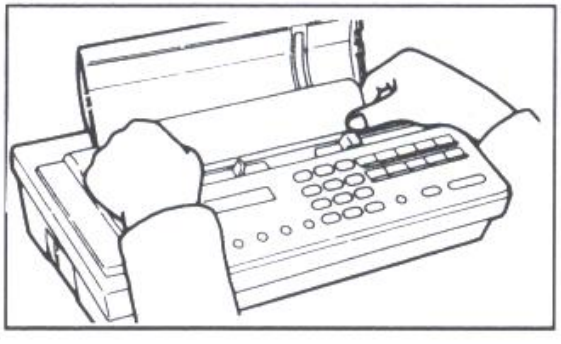
4 Set the green paper retainers to fit the size of the paper you want to load (A4 or 8.5" letter size paper). The roll should fit snugly between the retainers. To reposition the retainers for a different size of paper, remove the retainers and reverse their positions.



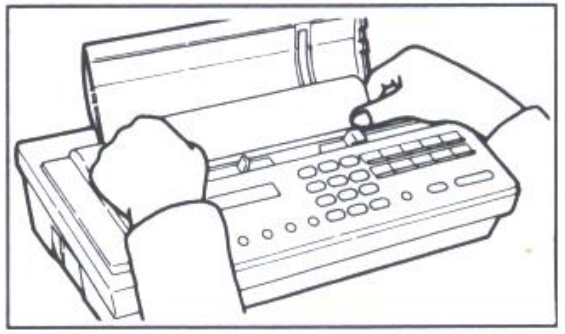
5 Place a new roll of paper in the paper compartment with the leading edge down (as shown), with approximately 130 mm (5 inches) unrolled toward you.



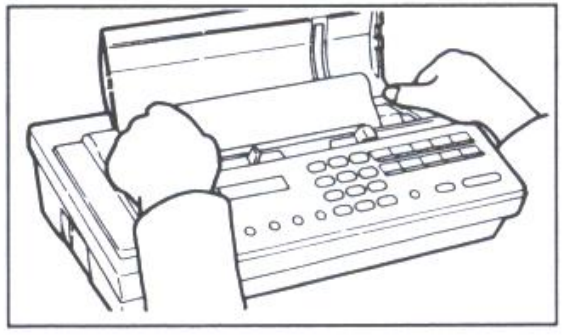
6 Insert the leading edge of the paper under the paper guide and between the print rollers. A loop of paper will appear above the roll paper. Be sure to keep the leading paper edge in parallel with the paper guide.



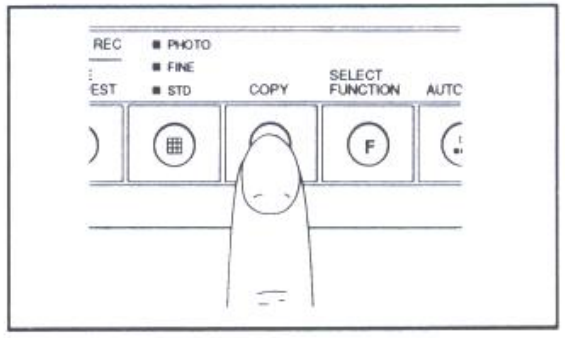
7 Push and advance the paper into the print rollers until the paper advance comes to a halt.



8 Pull the paper toward the front of the OF-7 and, while holding the paper, place the paper release lever in its home position. When this is done, close the top cover.

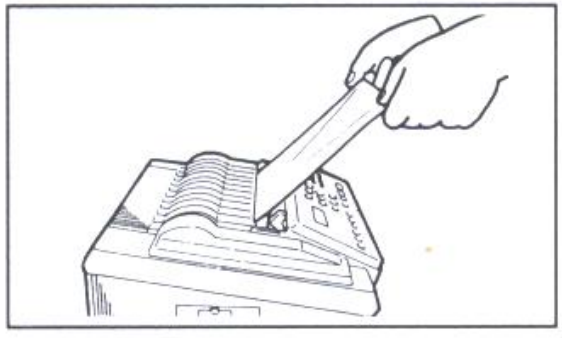


9 Press the COPY key to exit enough paper from the machine for tearing off.

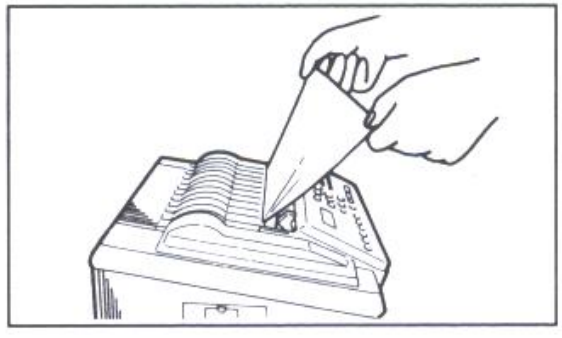


Tearing Off Paper

1 Hold the left and right corners of the paper end and pull the paper toward you. Pull the paper so that it leans slightly to the right.



2 Turn the left corner downward to make a sharp angle at the place where the paper meets the edge of the tear bar. While holding the right corner tight, pull the left corner with a jerk to make a small cut in the left edge of the paper.



3 Jerk the left corner toward you. The paper will tear along the cutting edge of the tear bar.

Preparing Documents for Transmission

1. The quality of a copy received by another machine is in part determined by the quality of the original document being sent. The following tips will help you create a good quality original document:
   - Use a felt-tip pen or a typewriter.
   - Use black ink.
   - Use white or light-colored paper.

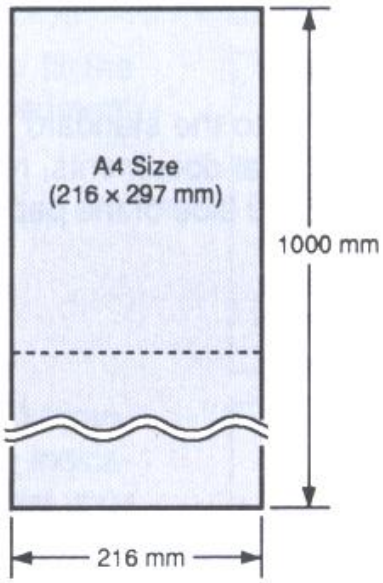
Make a copy of the original document using the OF-7's copy feature to get a sample of what it will actually look like when it reaches its destination.

Use the contrast and transmit resolution (STD/FINE/PHOTO) features of your OF-7 to improve the quality of your original. If this is insufficient, make a copy of it using an office copying machine and send the copy if that is better than the original.

2. The following documents cannot be sent:
   - Documents on paper thinner than 0.06 mm and thicker than 0.15 mm.
   - Documents on transparent paper such as tracing paper.
   - Extremely creased, bent, torn or poorly cut originals (make copies of these documents and use the copies for transmission).
   - Be sure to remove all paper clips, staples and tape from documents.

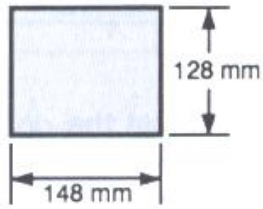
3. Documents of appropriate size can be transmitted in batches of up to 5 pages at a time using the OF-7's automatic feed mechanism.

Maximum Paper Size



For documents which are larger than these dimensions, use a copying machine to reduce the documents to a suitable size.

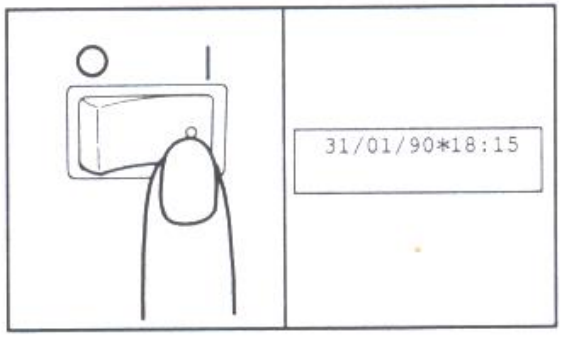
Minimum Paper Size



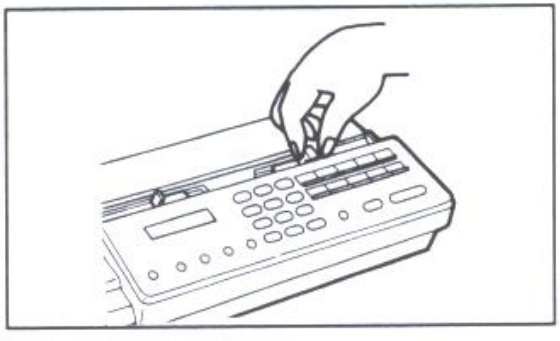
A copying machine can be used to combine a number of very small pieces on one page or to enlarge documents which are too small to be accepted by the OF-7.

Loading Documents

1 Turn on the AC power switch. The clock read-out will appear in your display.



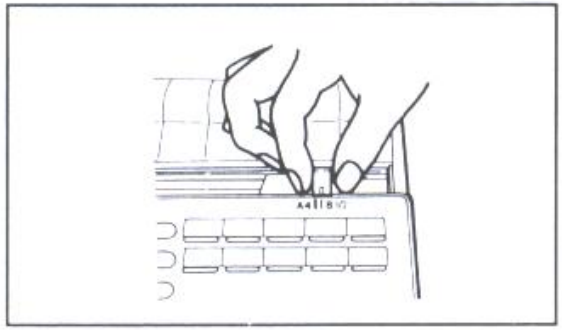
2 Adjust the document guides to the standard size of your documents (after loading the actual documents, readjust the guides until they fit snugly against the side of the paper).



3 Neatly stack the documents, aligning their edges.

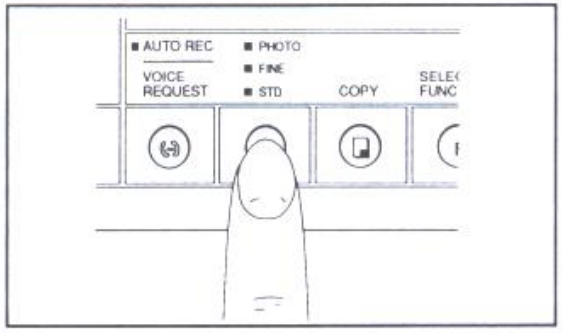
4 Insert the tops of the documents into the automatic document feeder, face down. When the documents are loaded, the automatic document feeder will grip the documents and pull the bottom page into the machine about 6 mm (.25 inch).

5 Be sure that the document guides are properly set to fit the edges of the documents snugly. If not, move the document guides until they do.



6 Use the TRANSMIT RESOLUTION key to choose STD (standard), FINE or PHOTO resolution for transmission. The indicators above the TRANSMIT RESOLUTION key will show your selection.

Use the FINE resolution feature to upgrade the resolution of documents with small and/or detailed graphics. Use the PHOTO resolution feature when the document you want to transmit is a photograph or includes many shades of gray. Keep in mind that it will take slightly longer to transmit fine or photo resolution copies.

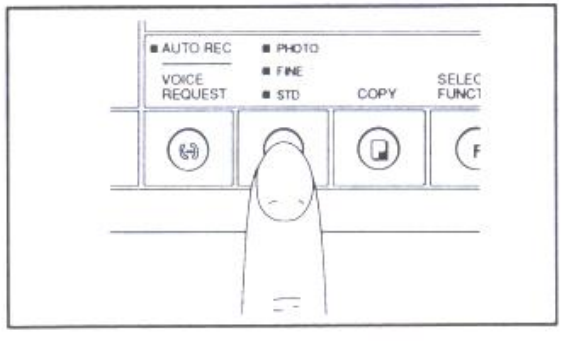


Transmission

Manual Dialing (from the telephone)

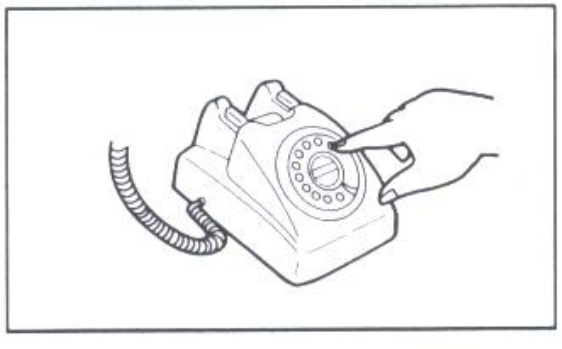
There are two ways to manually dial a receiving machine whose telephone number has not been programmed into the OF-7's memory: from the keypad on a connected telephone or from the keypad on the OF-7's control panel. This section describes telephone dialing and the next describes dialing from the OF-7 keypad.

1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm.

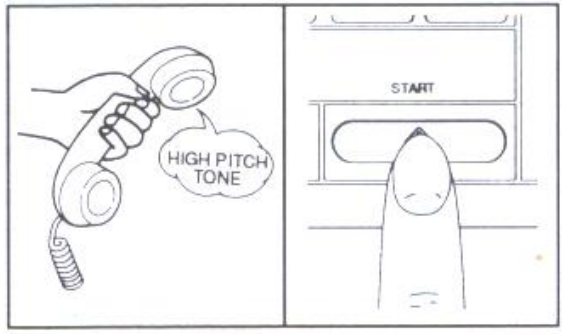


2 Select the desired resolution using the TRANSMIT RESOLUTION key. The indicator will show the resolution you have selected.

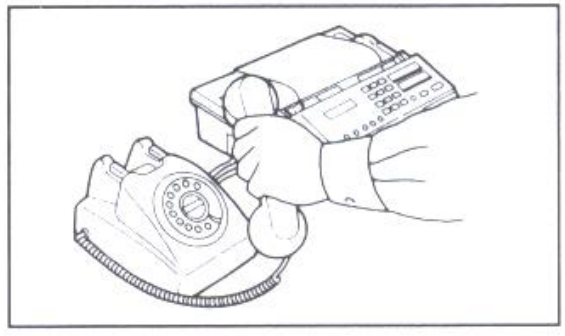
3 Using the telephone, pick up the receiver and dial the number of the receiving machine you wish to transmit to.



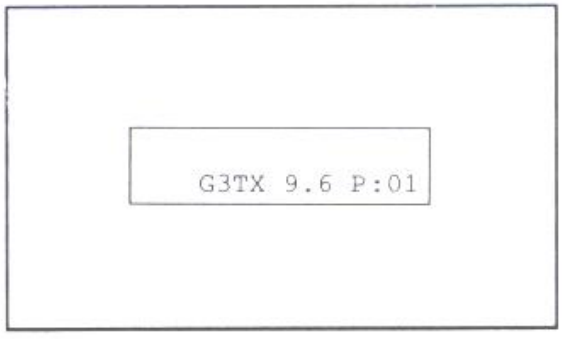
4 When the receiving machine you are transmitting to is operating automatically, press the large blue START button as soon as you hear a high pitch tone through your telephone receiver. If an operator answers the phone, tell them to press START on their unit. When you hear a high pitch tone, press START on your machine.



5 When you press the START button, the display will read "TRANSMIT", indicating that the facsimile transmission session has begun without problems. At this time, hang up your telephone receiver.

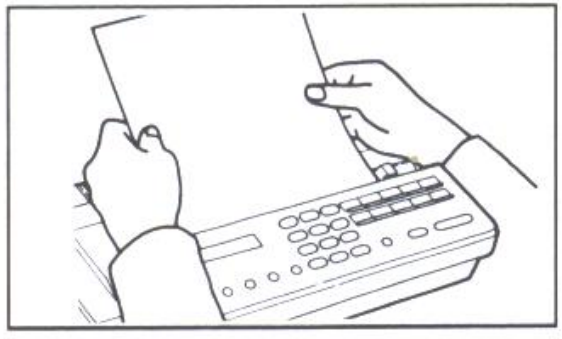


6 As the transmission proceeds, various messages will appear in the display which inform you of the status of your transmission. In the example shown, "G3TX" means that the transmission is a CCITT Group 3 transmission (see the Glossary for details), "9.6" means that the transmission is occurring at 9600 bits per second, and "P:01" means that the first page of the document is being transmitted.

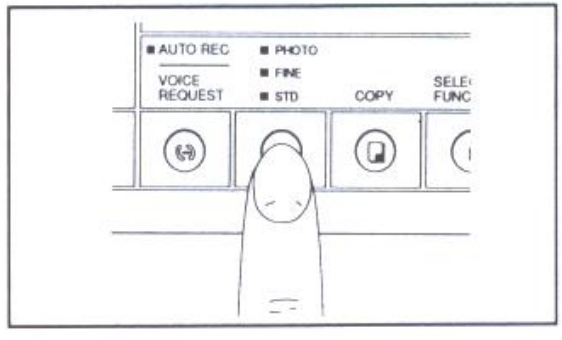


Manual Dialing (from the OF-7 keypad)

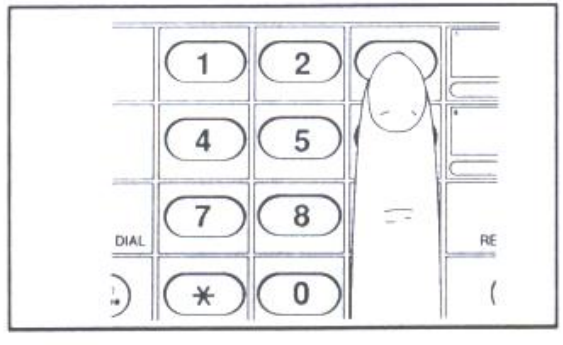
If your OF-7 is not hooked up to a telephone, use the OF-7's keypad to manually send documents to a receiving machine.



1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm.



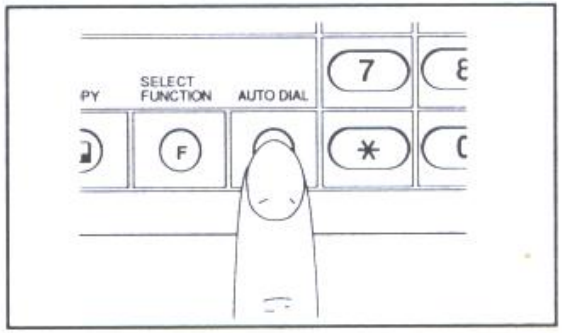
2 Select the desired resolution using the TRANSMIT RESOLUTION key. The indicator will show the resolution you have selected.



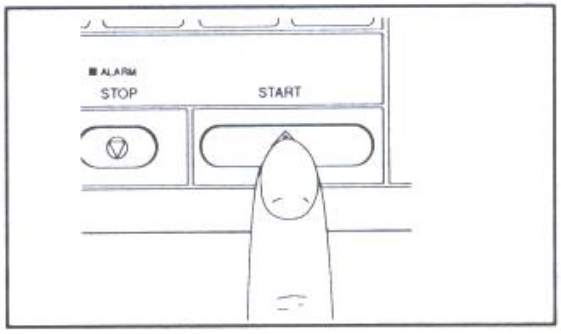
3 Using the OF-7's keypad, enter the telephone number to which you wish to transmit. As you press the first number, the first line of the display will change to read, "ENTER TEL NO.", and your number will appear in the second line.

Note:
If you make a mistake while dialing, press the STOP key and enter the number again.

4 If you are connected to a private branch exchange (PBX), you may need to dial an access digit for an outside line. Usually, there is a short delay before a second dial tone is heard. To allow for this, press AUTO DIAL after the access digit (a "-" will appear in the display). This tells the OF-7 to wait for a dial tone before proceeding.



5 Confirm that the number shown on the display is correct. Then press the large, blue START button. The display will change to show that your OF-7 is now dialing the number. When the OF-7 has completed the dialing and connects with the receiving machine, the display will change to "TRANSMIT" and the OF-7 will begin transmitting the first page of your document. During the transmission process, various messages will be displayed here, informing you of the status of your transmission.

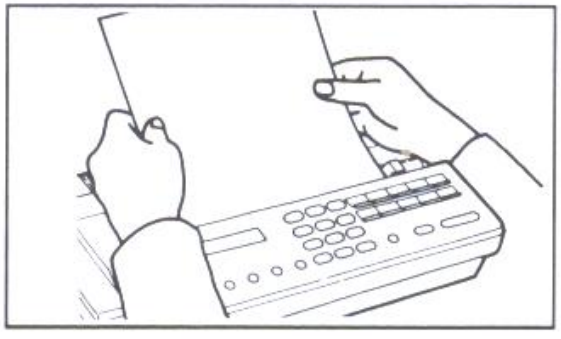


Note:

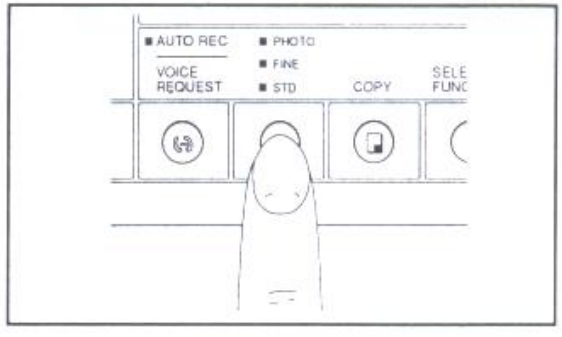
If the OF-7 cannot reach the intended receiving machine because the line is busy, the OF-7 will automatically redial the number until the receiving machine is reached. The number of times that the OF-7 redials the number (up to 8), and the length of the interval between each redial try (up to 6 minutes) is user definable. For information about how to change these settings, see "Setting the Auto Redial Function" in Section IV. If you want to redial immediately, press the REDIAL key on the control panel.

High Speed Automatic Dialing (with the OF-7 high speed dial function)

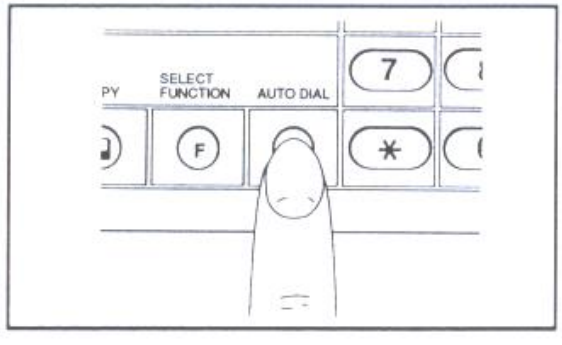
The Automatic Dialing feature is used to send documents to a receiving machine whose telephone number has been programmed into the OF-7's memory. Your OF-7 has the capacity to store up to 10 Auto Dial telephone numbers.



1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm.

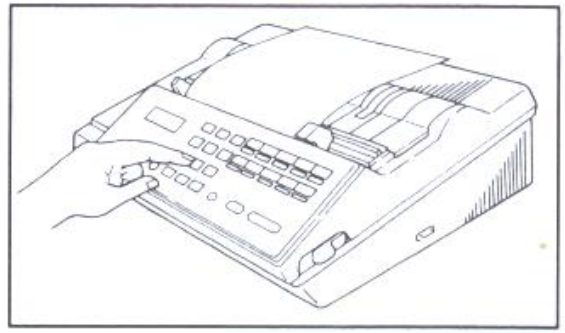


2 Select the desired resolution using the TRANSMIT RESOLUTION key. The indicator will show the resolution you have selected.

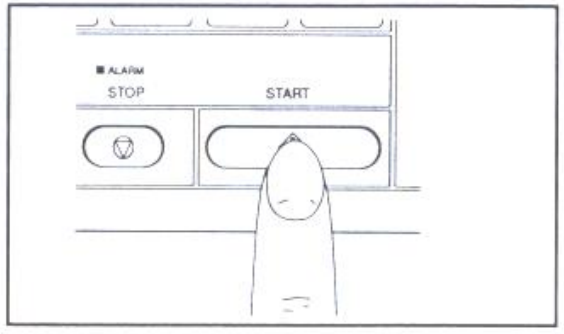


3 Press the AUTO DIAL key. The display will change and ask you to enter the two-digit Auto Dial number.

4 Using the OF-7's keypad, enter the High Speed Auto Dial code (between "01" and "10"). For information about programming the Auto Dial codes, refer to "High Speed Auto Dial Codes" in Section III.



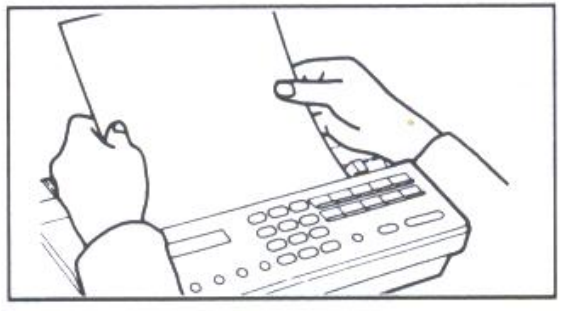
5 After you have entered the two digits of the high speed auto dial code, press the START button. The display will show the telephone number associated with the Auto Dial code and will inform you that the OF-7 is dialing. During the transmission process, various messages will be displayed, informing you of the status of your transmission.



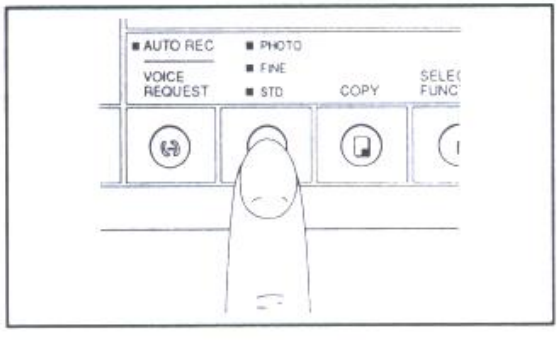
Note:
If the OF-7 cannot reach the intended receiving machine because the line is busy, the OF-7 will automatically redial the number until the receiving machine is reached. The number of times that the OF-7 redials the number (up to 8), and the length of the interval between each redial try (up to 6 minutes) is user definable. For information about how to change these settings, see "Setting the Auto Redial Function" in Section IV. If you want to redial immediately, press the REDIAL key on the control panel.

One-Touch Automatic Dialing (with the OF-7 ONE-TOUCH keys)

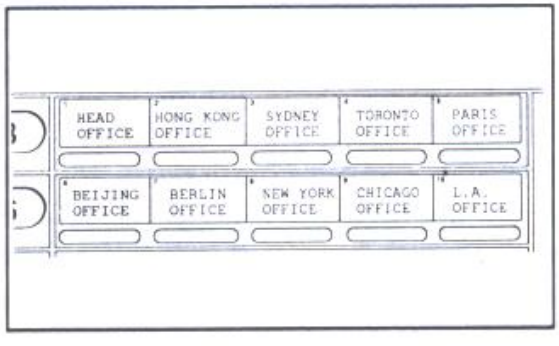
The One-Touch Autodialing function is used to send documents to a receiving machine whose telephone number has been stored in the OF-7's memory, and is similar to High Speed Autodialing. However, the One-Touch function eliminates the code dial selection process for greater speed and accuracy. The OF-7 has the capacity to store 10 One-Touch telephone numbers.



1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm.

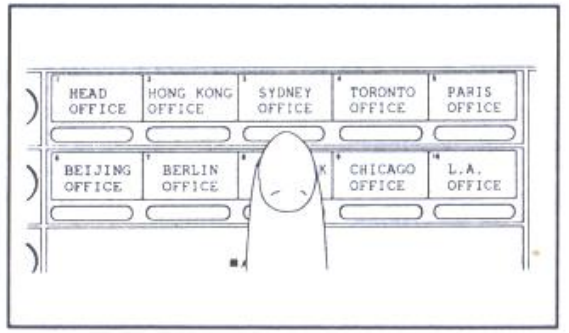


2 Select the desired resolution using the TRANSMIT RESOLUTION key. The indicator will show the resolution you have selected.

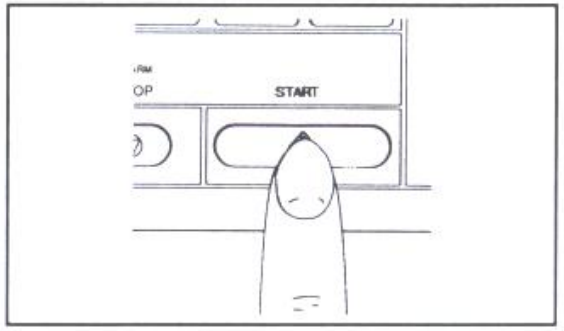


3 Look at the labels above the ONE-TOUCH keys and locate the name or number that you want to call.

4 Press the ONE-TOUCH key assigned to that name or number. For information about programming the ONE-TOUCH keys, refer to Programming Telephone Numbers in Section III. When a ONE-TOUCH key is pressed, the telephone number assigned to that key is shown on the display.



5 Press the START button. The display will inform you that the OF-7 is dialing the number. During the transmission process, various messages will be displayed, informing you of the status of your transmission.



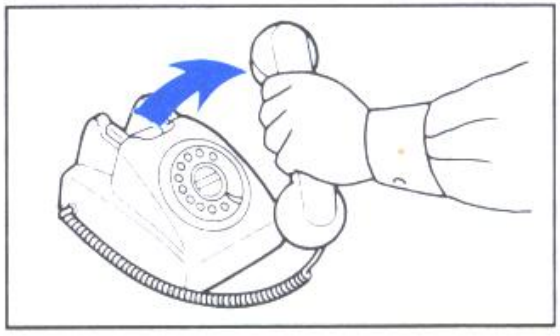
Note:

If the OF-7 cannot reach the intended receiving machine because the line is busy, the OF-7 will automatically redial the number until the receiving machine is reached. The number of times that the OF-7 redials the number (up to 8), and the length of the interval between each redial try (up to 6 minutes) is user definable. For information about how to change these settings, see "Setting the Auto Redial Function" in Section IV. If you want to redial immediately, press the REDIAL key on the control panel.

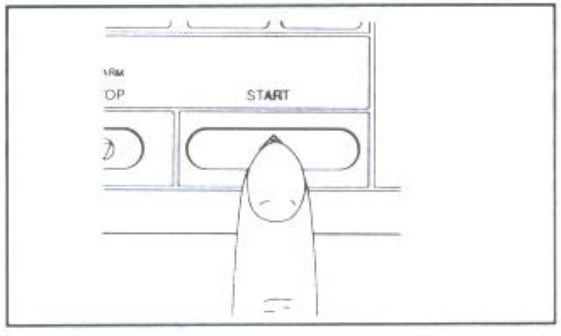
Reception

Manual Mode Reception

Use this mode if you want to receive copies after a voice conversation or if you have disabled the Auto Receive feature. The AUTO REC indicator will not be lit if your machine is in manual mode. (To turn off the Auto Receive feature, press the AUTO REC key. The AUTO REC indicator will be extinguished.)

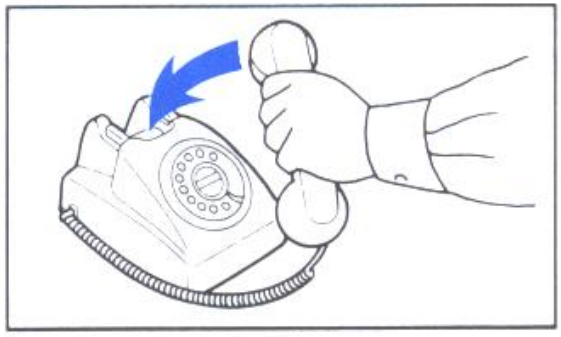


1 When the telephone connected to the OF-7 rings, pick up the handset. If someone is on the line and wishes to talk, carry on the conversation in the usual way.

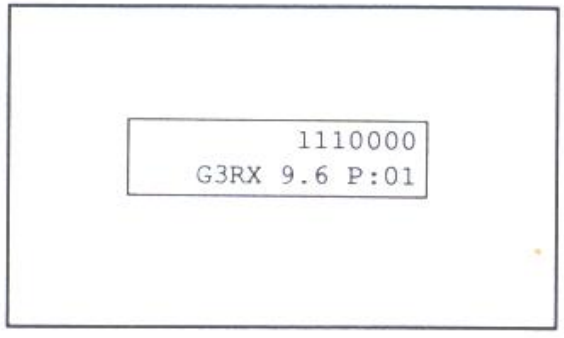


2 If a remote unit is on the line or if the person wishes to fax you a document after the conversation, press the START button (making sure that there are no documents in your document feeder).

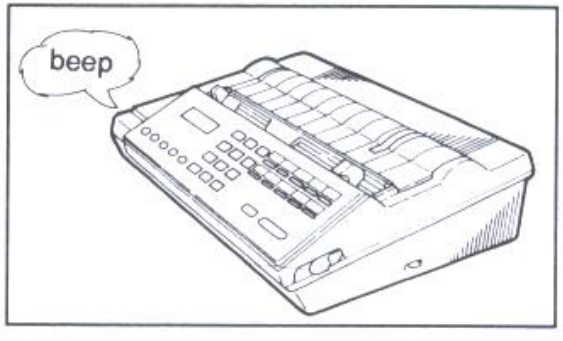
3 When the "RECEIVE" message appears in the display, replace the handset on the telephone.



4 The display will inform you that the OF-7 is receiving a document. As the receiving session proceeds, various messages will appear in the display which inform you of the status of the receiving session. In the example shown, "1110000" is the transmitting machine's telephone number, "G3RX" means that the OF-7 is receiving a CCITT Group 3 transmission (see the Glossary for details), "9.6" means that the transmission is occurring at 9600 bits per second, and "P:01" means that the first page of the document is currently being received.



5 When the last page of the document has been received, the OF-7 will emit a long "beep" to indicate a successful end of the communication. The display will show the date and time, and the OF-7 will return to standby mode.



Automatic Mode Reception

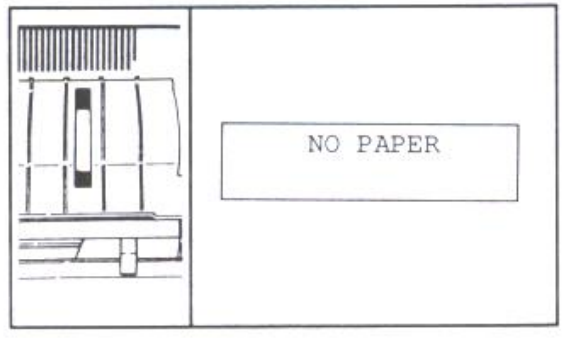
The OF-7 is programmed for automatic reception. All you need to do is make sure that there is enough paper in the machine at all times to handle all possible incoming communications. You can also, however, turn off the auto receive function if you desire. To do this, just press the VOICE REQUEST/AUTO REC key while the OF-7 is in standby mode. The VOICE REQUEST/AUTO REC indicator will turn off. All documents will then be received in Manual mode.

1 Make sure that there is a sufficient amount of paper in the machine. Any one of the following signals indicates that you have run out of paper:

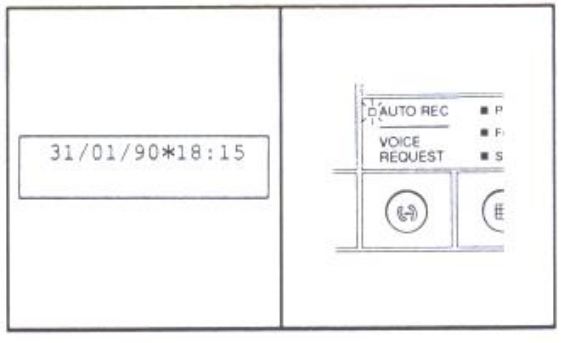
a. The paper roll, visible through the paper supply window, appears to be almost finished.

b. A black mark appears on received documents. This is the "End of Roll" mark.

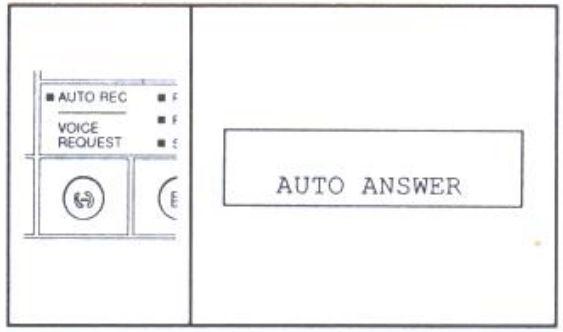
c. The Alarm Indicator is lit and the display reads, "NO PAPER".



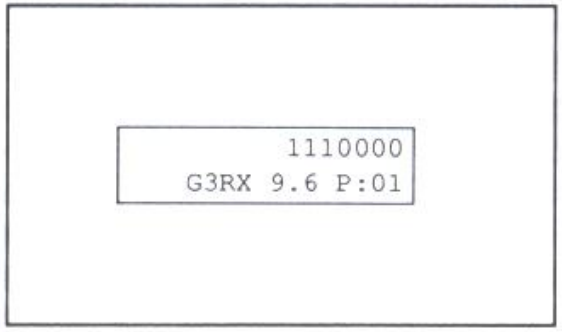
2 When the clock indicators appear on the display and the AUTO REC lamp is lit, your OF-7 is ready for automatic reception.



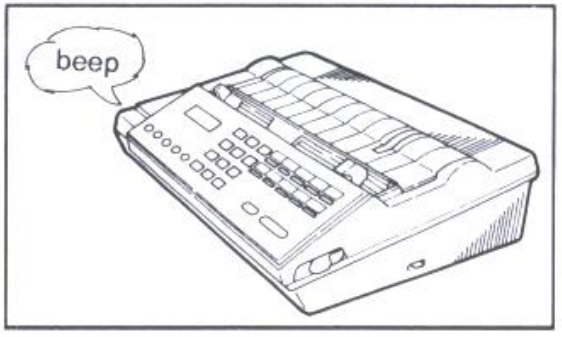
3 When your OF-7 is receiving a transmission from another facsimile, the AUTO REC lamp will be off and the display will show the message, "AUTO ANSWER".



4 The display will inform you that the OF-7 is receiving a document. As the receiving session proceeds, various messages will appear in the display which inform you of the status of the receiving session. In the example shown, "1110000" is the transmitting machine's telephone number, "G3RX" means that the OF-7 is receiving a CCITT Group 3 transmission (see the Glossary for details), "9.6" means that the transmission is occurring at 9600 bits per second, and "P:01" means that the first page of the document is currently being received.



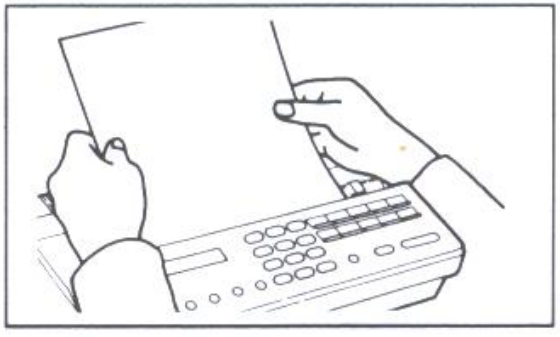
5 When the last page of the document has been received, the OF-7 will emit a long "beep" to indicate a successful end of the communication. The display will show the date and time, and the OF-7 will return to standby mode.



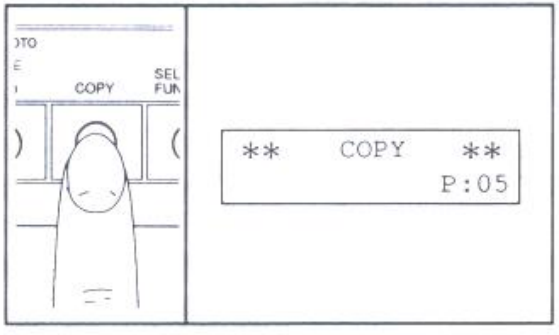
Making Copies with the OF-7

The OF-7 can be used as a simplified copying machine. Just follow the procedure below to make use of this function.

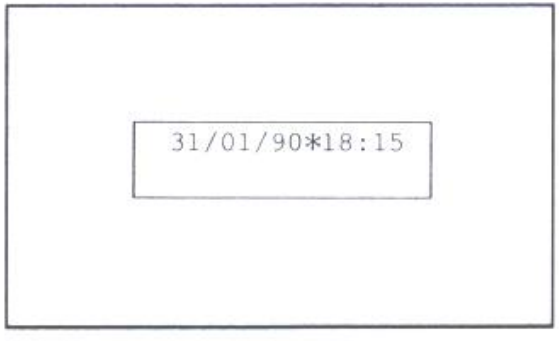
1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm.



2 Press the COPY key on the control panel. The OF-7 will automatically make the copies in FINE resolution mode. While the copying operation is proceeding, a "COPY" message will appear in the display. The number in the bottom line of the display indicates the number of the page currently being copied.

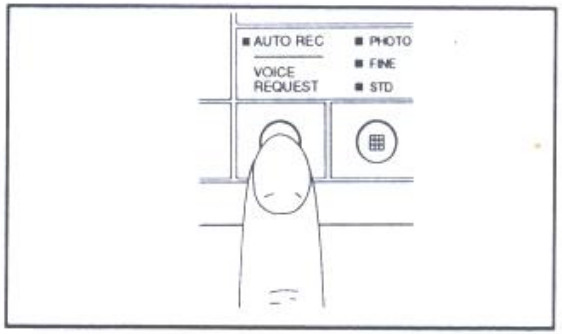


3 When the last copy is completed, the clock will reappear on the display and the OF-7 will return to standby mode.

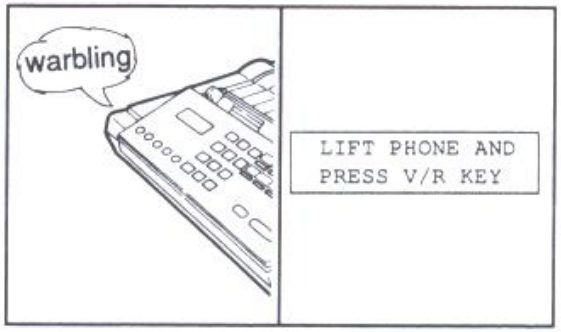


Requesting Verbal Communication

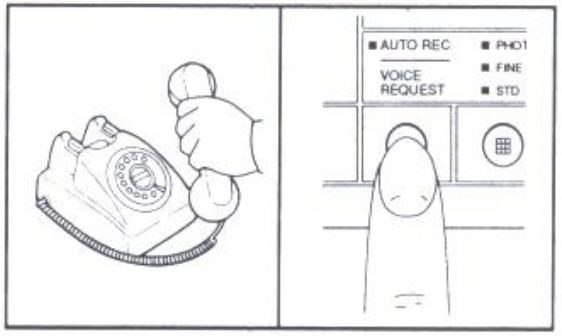
The Voice Request function is used to communicate to the party on the other end of the line, while the transmission or reception is in progress, that you want to talk to him or her after the transmit or receive session has been completed.



1 To make a request for verbal communication at any time during a transmit or receive session, press the VOICE REQUEST/AUTO REC key. The green Voice Request/Auto Receive indicator will begin blinking. After the transmission or receive session has been completed, your OF-7 will automatically place a voice request to the operator at the other facsimile machine.



2 When the party on the other end of the line acknowledges the voice request, your OF-7 will produce a repeating short "warbling" tone (the Voice Request tone), and the display will tell you to lift the phone and press the VOICE REQUEST/AUTO REC key.



3 Lift your handset and press the VOICE REQUEST/AUTO REC key. The telephone line will be converted back to the telephone from the facsimile line, allowing you to begin talking through the receiver to the other party as arranged. The flashing signal on the Voice Request/Auto Receive indicator will go out, the clock will appear in the display and the OF-7 will return to normal standby mode.

Possible Complications

1. If you get no response from the party on the other end of the line, it may be due to one of the following two reasons:
   (1) If the Voice Request function was activated while you were transmitting, the call will be automatically cancelled approximately 15 seconds after the last page of your communication has been sent.
   (2) If the Voice Request function was activated while you were receiving, the OF-7 will try to alert the other party after each page has been received. The request will be cancelled immediately after the last page of the communication has been received.

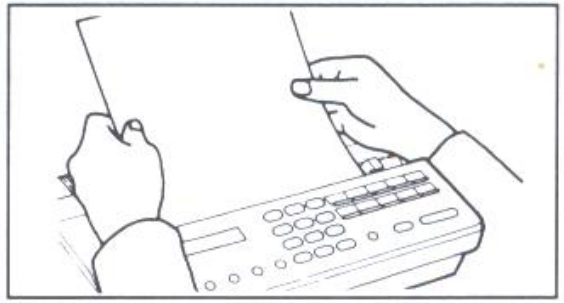
2. In case one party makes a voice request while receiving a transmission and the other party responds to the request before the commuication has been completed to the last page, both parties must re-start their machines manually so that operations can continue after the conversation is finished.

II

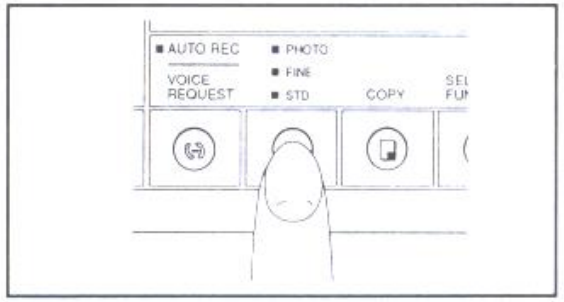
SPECIALIZED OPERATIONS

Delayed Transmission

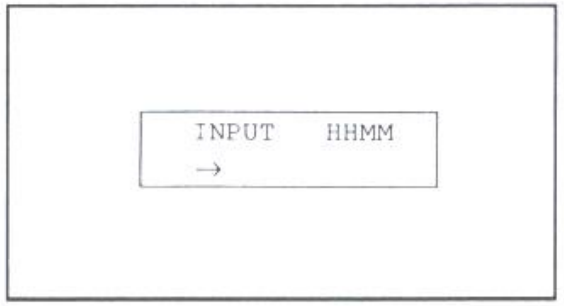
The delayed transmission feature allows you to preset the OF-7 to automatically send up to 5 documents at a later time. Your machine can continue to receive facsimile messages when in delayed transmission mode. For dialing information, you can use the Auto Dial or One-Touch features, or you can enter the number manually on the OF-7's keypad. To cancel your delayed transmission program at any time, press the STOP key or remove the documents from the automatic document feeder.



1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm.

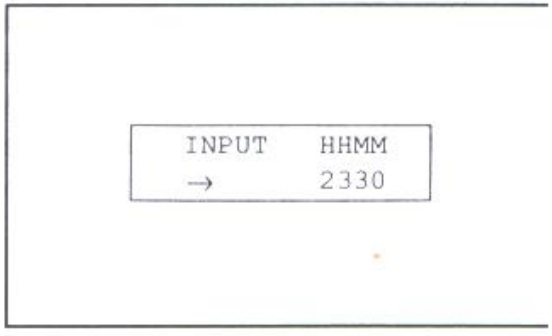


2 Select the desired resolution using the TRANSMIT RESOLUTION key. The indicator will show the resolution you have selected.

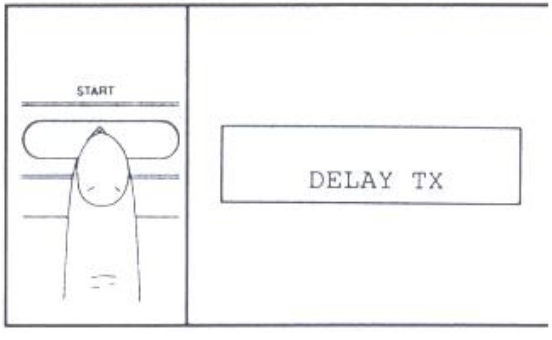


3 Press the SELECT FUNCTION key and then press the "8" key. The display will present a message asking you to enter the exact time that you want the documents to be transmitted.

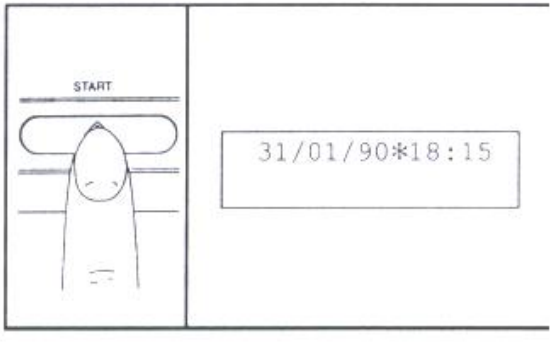
4 Using the keypad, enter the time that you want the documents to be transmitted using the 24-hour format (for example, 11:30 p.m. would be entered as "2330"). You can delay the time of transmission up to 24 hours.



5 Press START. The display will then present a message asking you to enter the remote unit's telephone number.



6 Enter the remote unit's telephone number. You can do this using the OF-7's keypad, using the AUTO DIAL key and a programmed 2-digit Auto Dial code, or by using a programmed ONE-TOUCH key. When the telephone number appears in the display, press the START key. The OF-7 will now be put into standby mode (displaying the time and date) until the appropriate time comes to begin the preset transmission.

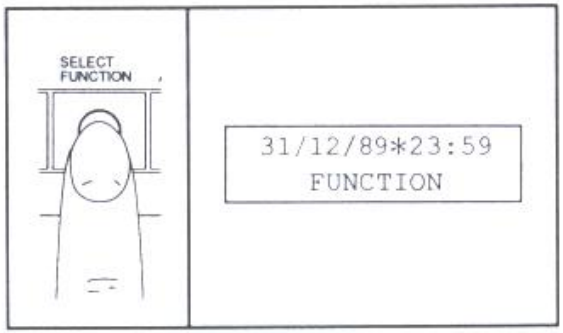


Polling

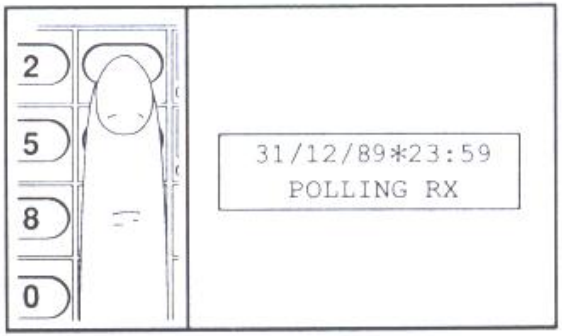
Reception Polling (RX)

This Polling feature is used to automatically obtain documents from another facsimile machine which has been programmed to transmit upon command from your OF-7. Polling can be programmed to be accessible by any facsimile or limited to only those authorized to receive, using a password. For polling to work, the unit to be polled must be in the POLL TRANSMIT mode and must have documents loaded and ready for transmission. Also, the Polling Passwords entered in both units must match, unless the Poll Password in the unit to be polled is set to "0000". For information about programming Polling Passwords, refer to "Polling Password" in Section III.

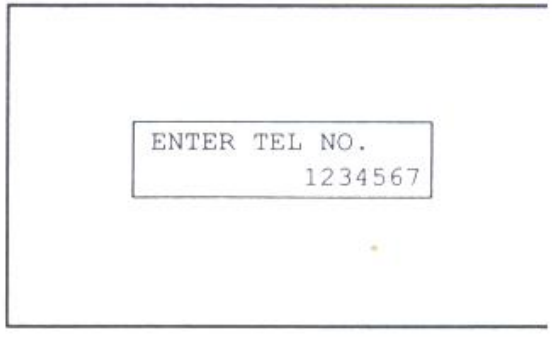
1 First, make sure that there are no documents in the feeder of your OF-7. Then press the SELECT FUNCTION key. The display will change, asking you to enter the number of the function you wish to use.



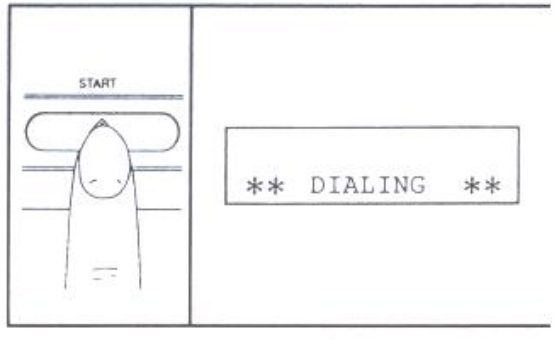
2 Press "3" on the keypad. The display will indicate that the machine is ready for a polling operation.



3 Enter the remote unit's telephone number. You can do this using the OF-7's keypad, using the AUTO DIAL key and a programmed 2-digit Auto Dial code, or by using a programmed ONE-TOUCH key. The number will appear in the display.



4 When the telephone number appears in the display, press the START key. The display will tell you that the OF-7 is dialing the remote unit.

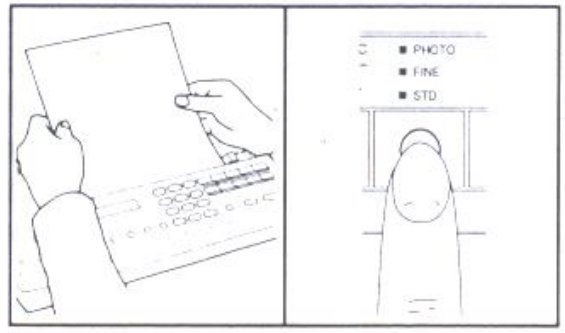


5 The OF-7 will then enter receiving mode and begin receiving the polled document.

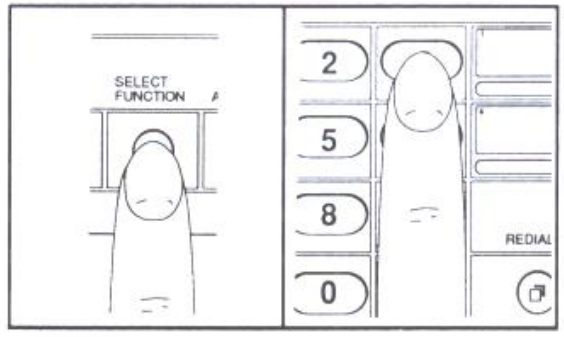
Transmission Polling (TX)

Anyone with a compatible remote facsimile unit who knows your poll number can poll your machine (refer to "Polling Password" in Section III for details). You can load up to 5 documents into the document feeder and set your OF-7 to Poll Transmit so that a remote unit can poll your unit at a later time, and you do not have to be present. Your OF-7 will continue to automatically receive documents while in the Poll Transmit mode.

1 Prepare and insert your documents into the automatic document feeder as shown (refer to the Loading Documents section for details). The machine will pull in the lowest page about 6 mm. Select the desired resolution using the TRANSMIT RESOLUTION key. The indicator will show the resolution you have selected.



2 Press the SELECT FUNCTION key, and "3" on the keypad. The message, "POLLING WAIT" will appear in the display, indicating that the machine is now in a poll transmission standby state. Leave the machine in this state. When contact is made, passwords will be exchanged and the OF-7 will automatically begin transmitting the documents to the receiving unit on the other end of the line.



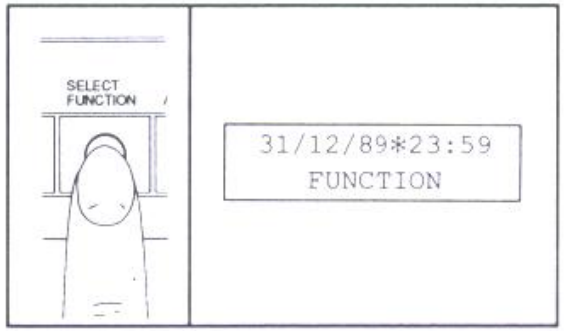
III

PROGRAMMING

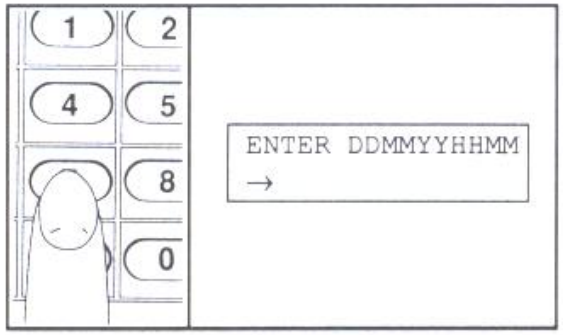
Clock Display

This procedure explains how to set the clock display to the current local time. The current date and time always appear in the display during standby mode. The date and time shown in the display can also be printed on the top of transmitted pages with the Sender ID. Note that this procedure assumes that your OF-7 is set to indicate the date as day, month, year. You can also change it to month, day, year. For information about how to do this, see "Changing Your OF-7's Initial Settings" in Section IV.

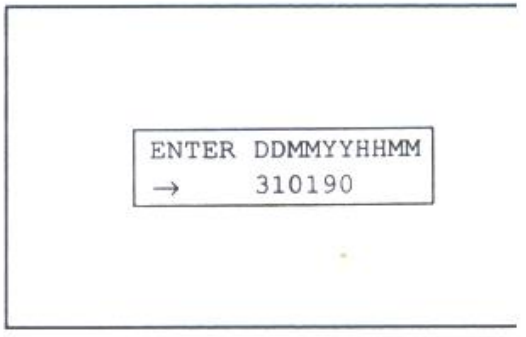
1 With no documents in the feeder, press the SELECT FUNCTION key once. Under the current clock display, the OF-7 will prompt you to enter the number of the function you want.



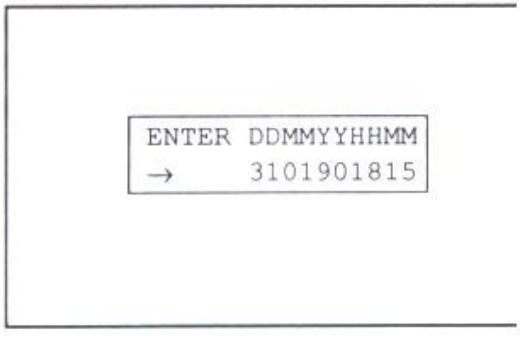
2 Press "7" on the keypad. The display will prompt you to enter the current date and time.



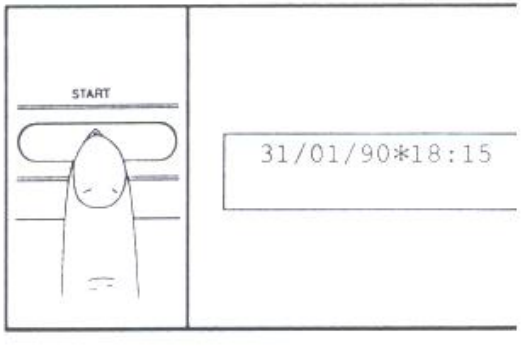
3 Using the keypad, first enter the day, month and year, using two digits for each. For example, January 31, 1990 would be entered as "310190".



4 Next, enter the time using the 24-hour clock. For example, 6:15 p.m. would be entered as "1815". If you make a mistake while entering the date and time, press the STOP key and start over.



5 When the correct date and time show in the display, press the START key. This will change the OF-7's clock display to the your new setting.

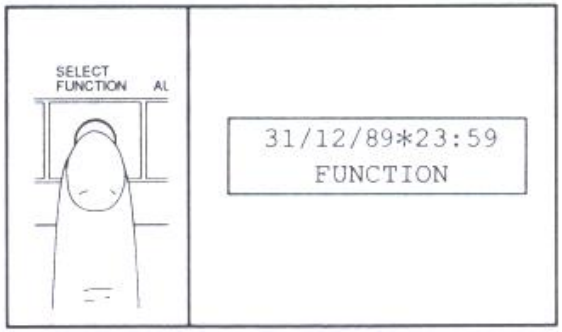


Telephone Numbers

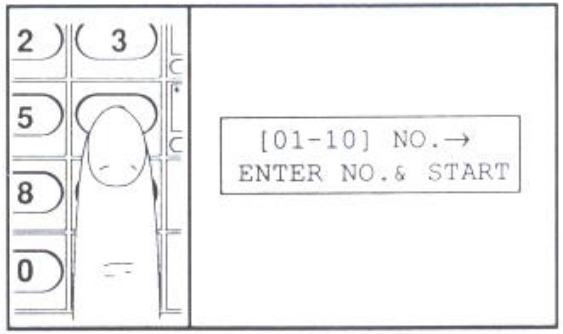
High Speed Auto Dial Codes

The following procedure shows you how to program up to 10 telephone numbers into the same number of 2-digit auto dial codes for high speed autodialing. The digits used in these 10 codes are "01" to "10". Once you enter telephone numbers into these storage locations, you can dial those numbers by pressing AUTO DIAL and then, using the keypad, enter the 2-digit Auto Dial code for the desired telephone number.

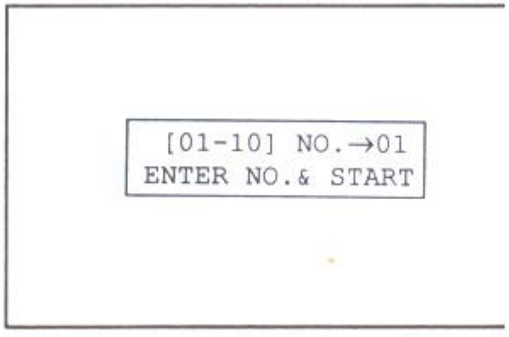
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



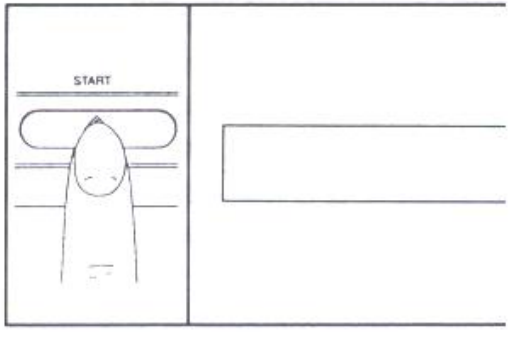
2 Press "6" on the keypad. The display will prompt you to enter the Auto Dial code (from "01" to "10") that you want to program.



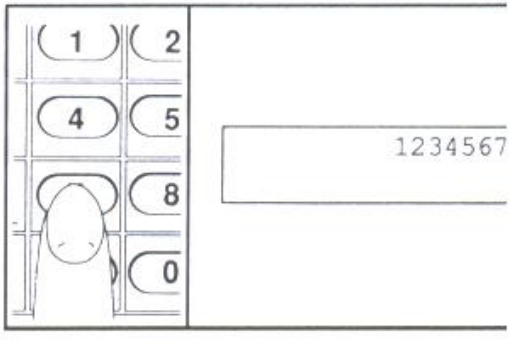
3 Using the keypad, enter the number of the Auto Dial code that you want to program. For example, if you wanted to program a telephone number into the first Auto Dial code, you would enter "01" now.



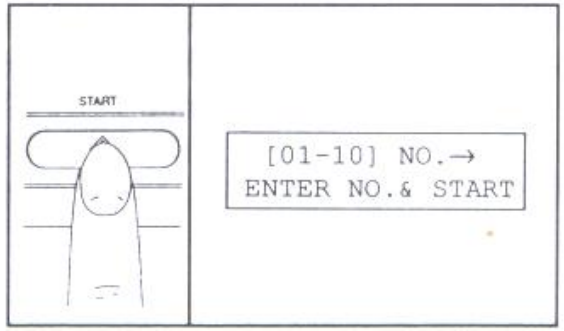
4 Press the START key. The display will be blanked, prompting you to enter a full-length telephone number. (If a number is already stored in that location, it will appear in the display. Entering a new number will erase the current number. Pressing the COPY key will erase the current and previously programmed telephone number.)



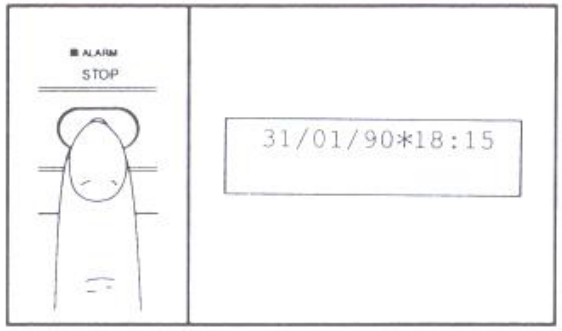
5 Using the keypad, enter the telephone number. Each Auto Dial telephone number may be up to 32 digits long. As you enter the numbers they will scroll to the left. If you enter more than 16 digits, the rest of the telephone number will fill the next line.



6 When the correct telephone number appears in the display, press the START key. The telephone number will be stored in that Auto Dial code, and the OF-7 will prompt you to enter another Auto Dial code for programming. Follow the preceding instructions again to program more Auto Dial codes.



7 When you are finished programming Auto Dial codes, press the STOP key. The OF-7 will return to standby mode.



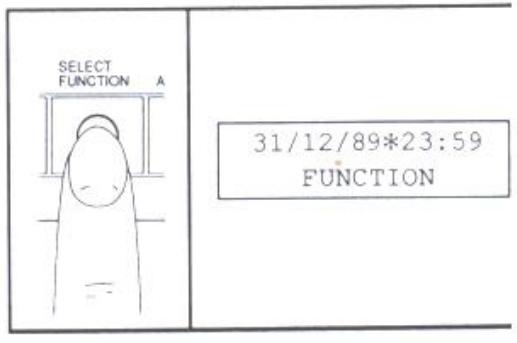
Note:

There are a few additional features that you can use for programming Auto Dial codes. You may want to enter spaces to make the number easier to read. Press the VOICE REQUEST/AUTO REC key when you need to enter a space. If you are connected to a private branch exchange (PBX), you may need to dial an access digit for an outside line. Usually, there is a short delay before a second dial tone is heard. To allow for this, press the AUTO DIAL key after the access digit (a "-" will appear in the display). This tells the OF-7 to wait for a dial tone before dialing the rest of the number.

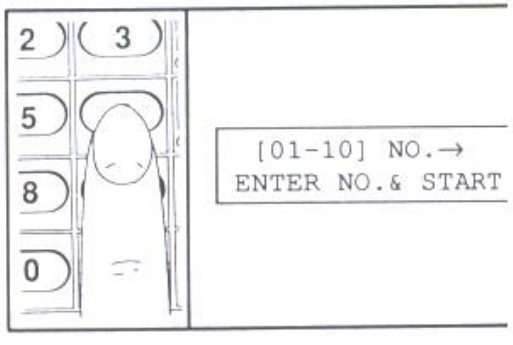
ONE-TOUCH Keys

The ONE-TOUCH keys "1" through "10" will likely be the most used feature of your machine. Once you en telephone numbers into these One Touch storage locations, anyone can dial those numbers simply by pre ing the assigned ONE-TOUCH key.

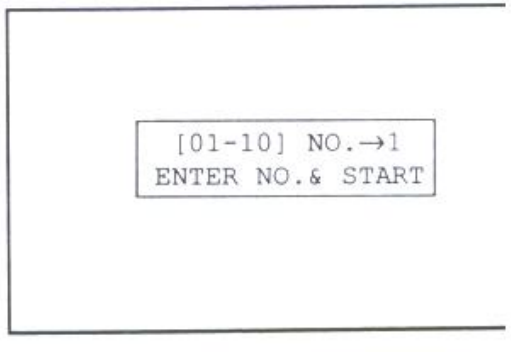
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



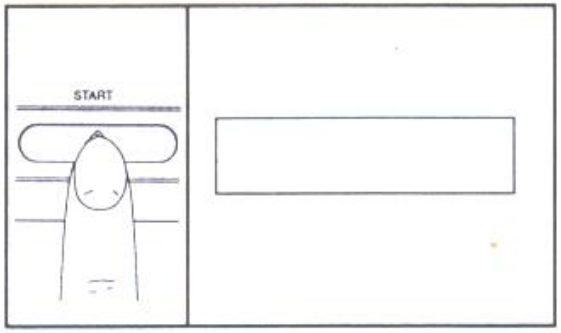
2 Press "6" on the keypad. The display will prompt you to enter the ONE-TOUCH key (from "1" to "10") that you want to program.



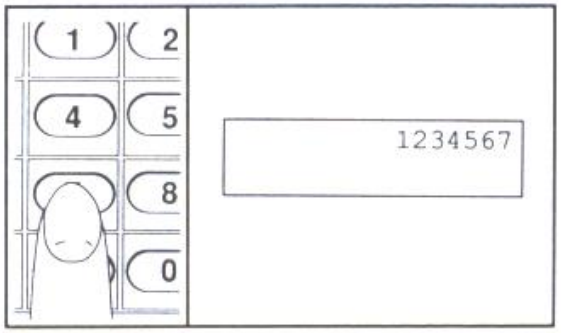
3 Press the ONE-TOUCH key that you want to program. For example, if you want to program the first ONE-TOUCH key, press the key labelled "1". The display will show your selection.



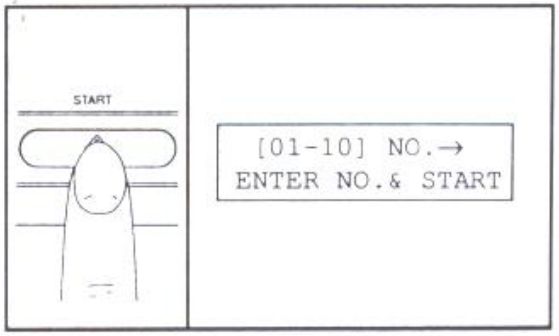
4 Press the START key. The display will be blanked, prompting you to enter a full-length telephone number. (If a number is already stored in that location, it will appear in the display. Entering a new number will erase the current number. Pressing the COPY key will erase the current and previously programmed telephone number.)



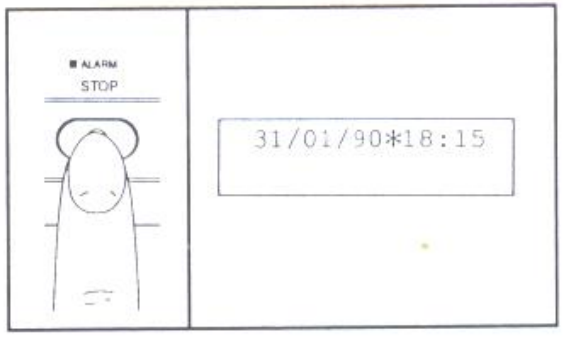
5 Using the keypad, enter the telephone number. Each One-Touch telephone number may be up to 32 digits long. As you enter the numbers they will scroll to the left. If you enter more than 16 digits, the rest of the telephone number will fill the next line.



6 When the correct telephone number appears in the display, press the START key. The telephone number will be stored in that One-Touch location, and the OF-7 will prompt you to enter another One-Touch location for programming. Follow the preceding instructions again to program more One-Touch locations.



7 When you are finished programming One-Touch locations, press the STOP key. The OF-7 will return to standby mode.



Note:
There are a few additional features that you can use for programming One-Touch locations. You may want to enter spaces to make the number easier to read. Press the VOICE REQUEST/AUTO REC key when you need to enter a space. If you are connected to a private branch exchange (PBX), you may need to dial an access digit for an outside line. Usually, there is a short delay before a second dial tone is heard. To allow for this, press the AUTO DIAL key after the access digit (a "-" will appear in the display). This tells the OF-7 to wait for a dial tone before dialing the rest of the number.

The ONE-TOUCH Keyboard Identification Card

When you have finished programming the ONE-TOUCH key(s), you can use the card located under the plastic panel to identify what has been programmed into each key.

To do this, press one end of the plastic cover and slide it inward. Remove the cover tabs on each side from their slots in this way. Write the information pertaining to each key into the space provided and replace the card and cover as before.

Sender I.D.

With the Sender I.D. function you can program your OF-7 to print a message consisting of a company name, code, logo, facsimile codes if you have more than one facsimile and any other related information you might want to include. The time, date and page number of each facsimile sent will be printed next to the Sender I.D. automatically.

The message can contain up to 32 numbers, symbols, letters and spaces in any order you desire. Each number, symbol or letter has been assigned a 3-digit code. In order to program a character or space, you must enter the 3-digit code which corresponds to it.

See the following chart to find the code assigned to the digit, letter, symbol or space you want to use and design a message as shown in the example. See "Changing Your OF-7's Initial Settings" for information about setting the position of the Sender I.D.

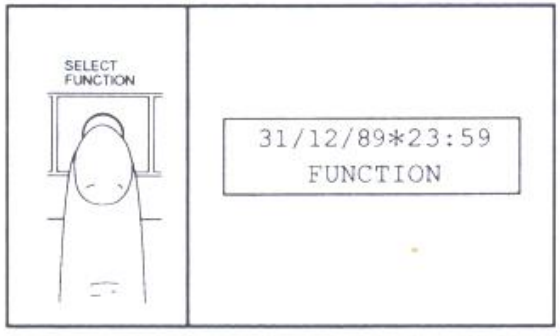
Example: Write out your message vertically first as shown below.

O	K	I	(Space)	J	A	P	A	N
||	||	||	||	||	||	||	||	||
#079	#075	#073	#032	#074	#065	#080	#065	#078

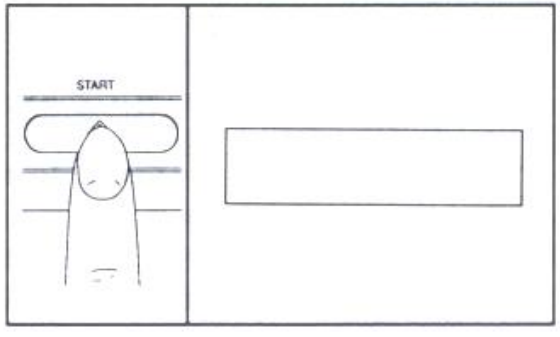
Sender I.D. Codes and Conversion Table

Displayed Character	Input Code	Displayed Character	Input Code	Displayed Character	Input Code
0	0	-	045	N	078
1	1	.	046	O	079
2	2	/	047	P	080
3	3	:	058	Q	081
4	4	;	059	R	082
5	5	<	060	S	083
6	6	=	061	T	084
7	7	>	062	U	085
8	8	?	063	V	086
9	9	@	064	W	087
(Space)	032	A	065	X	088
!	033	B	066	Y	089
"	034	C	067	Z	090
#	035	D	068	[	091
$	036	E	069	¥	092
%	037	F	070	]	093
&	038	G	071	^	094
'	039	H	072	—	095
(	040	I	073	Ä	096
)	041	J	074	ß	097
*	042	K	075	Ñ	098
+	043	L	076	Ö	099
,	044	M	077	Ü	100

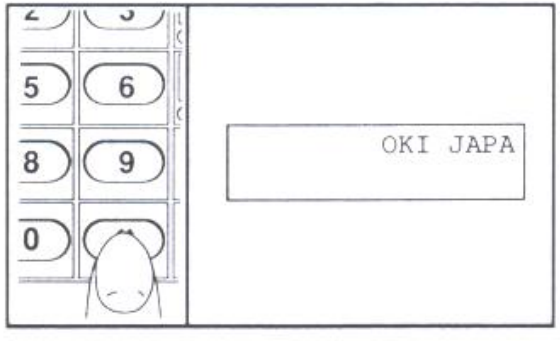
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



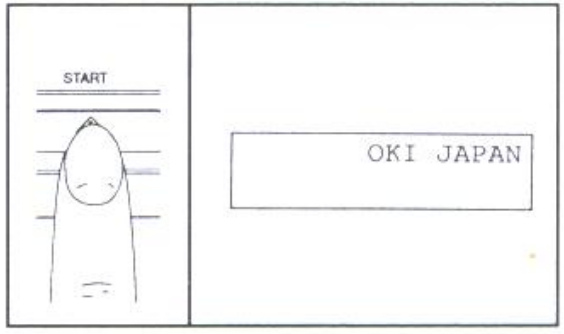
2 Press "5" on the keypad. The display will blank, prompting you to enter your Sender I.D. (If a Sender I.D. is already stored in your OF-7, it will appear in the display. Entering a new Sender I.D. will erase the current one.)



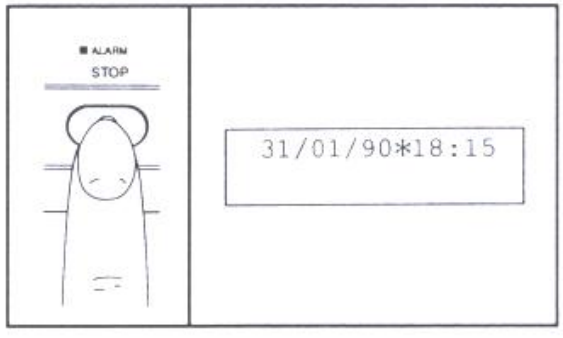
3 Enter your Sender I.D. into the display, by pressing the "#" key followed by the 3-digit code for each letter or symbol (to enter numbers, just use the keypad).



4 When the correct Sender I.D. appears in the display, press the START key. The OF-7 will store your new Sender I.D.



5 Press the STOP key to return the OF-7 to standby mode (the clock will appear in the display).

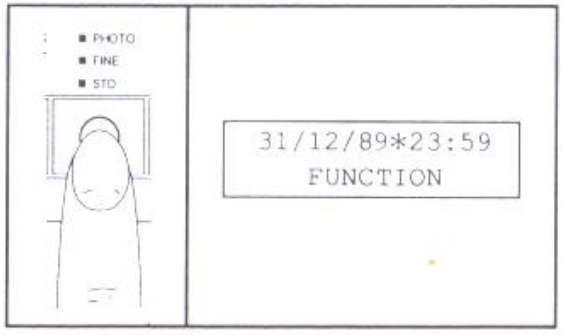


Note:

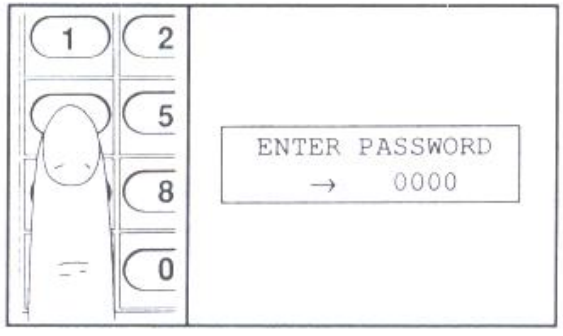
While you are programming your new Sender I.D., pressing the VOICE REQUEST/AUTO REC at any time will recall your previously programmed Sender I.D. Pressing the COPY key will erase the current and previously programmed Sender I.D.

Polling Password

This procedure tells you how to program a polling password to restrict access to polling operations. See "Polling" in Section II for details.

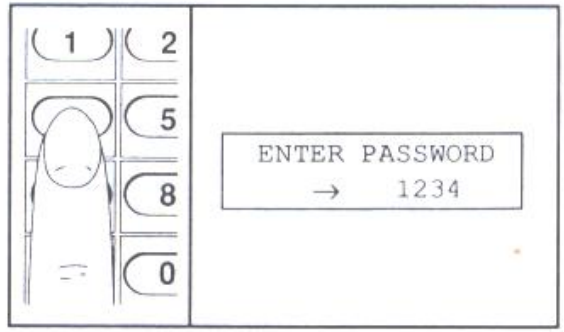


1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.

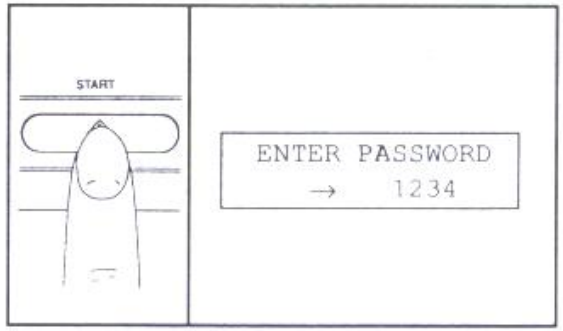


2 Press "4" on the keypad. The display will show your current polling password, and ask you to enter a new polling password. (If no polling password has been previously entered, the polling password displayed will be "0000". This is the global polling password, which allows anyone to poll your OF-7, regardless of what their polling password is.)

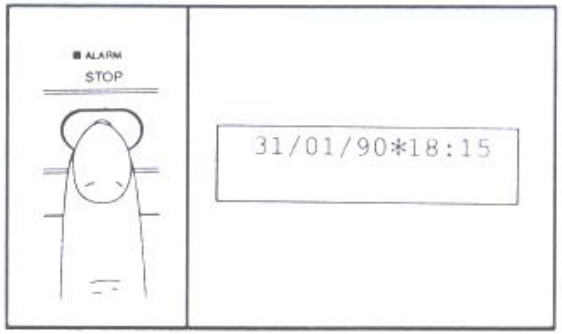
3 Using the keypad, enter the desired 4-digit polling password. The digits entered will overwrite the current password as they are entered.



4 Press the START key to register the password in memory. Any remote facsimile machine now wishing to poll your OF-7 must first enter the same password to poll your machine, unless the poll password you entered is "0000". If the password you entered is "0000", then any compatible facsimile machine may poll your OF-7.



5 Press the STOP key to return the OF-7 to standby mode (the clock will appear in the display).

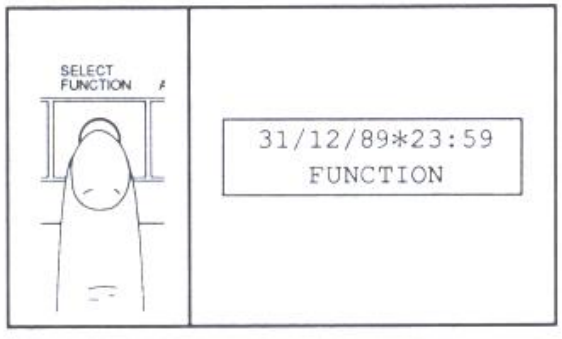


PBX Access Digits

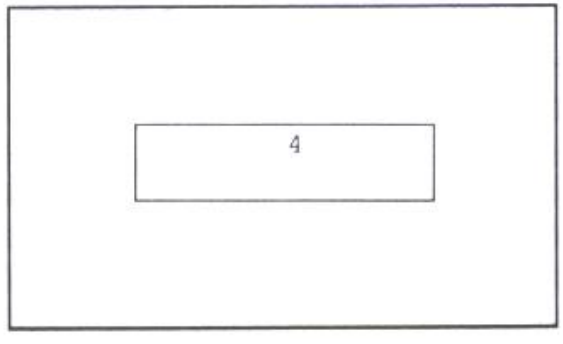
If your facsimile machine is connected to a private branch exchange (PBX), you will usually have to use an access digit (or, in some cases, more than one digit) to request an outside line. Usually, there is a short delay before a second dial tone is heard, and the OF-7 must be told to wait for that dial tone before proceeding with dialing the rest of the telephone number.

There are a few ways that you can allow for this when entering or programming telephone numbers into your OF-7. You can manually enter a "wait" code after the access digit by pressing the AUTO DIAL key (a "-" will appear in the display), or you can program the OF-7 so that it knows what the access digit is and automatically waits after the access digit has been sent. These instructions describe how to program your OF-7 to recognize the outside line access digit used by your PBX.

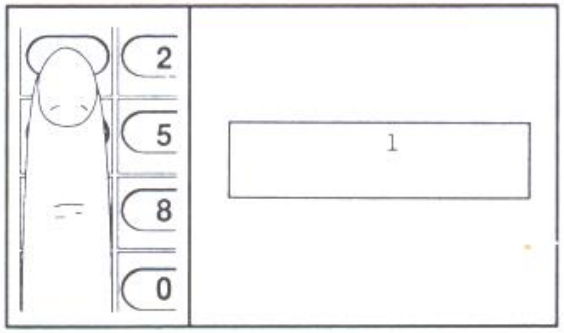
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



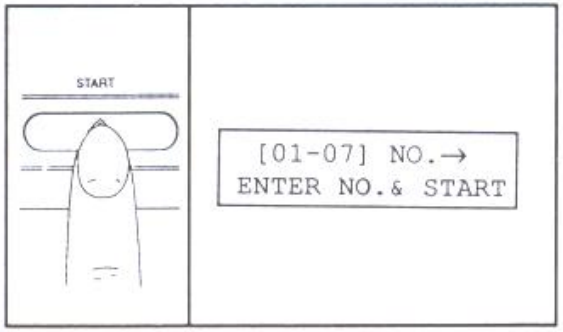
2 On the keypad, press "*", "1", "0" and "1" again in that order. The first two characters ("*1") select a PBX access code and redial options menu, and the second two digits ("01") select the first option from the menu. This first selection in the menu is used for entering the number of digits in the outside line access code that your PBX uses. When you are finished, the display will either be blank or will have a single number showing the current number of access digits that the OF-7 is set for. In the example shown, the OF-7 currently expects a 4-digit access number.



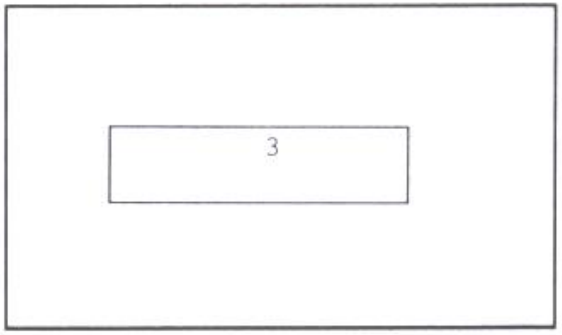
3 Enter the number of access digits that your PBX uses. For example, if the outside line access code used by your company's PBX is "9", just enter "1" on the keypad, since the your access number is only one digit long. If the outside line access code used by your company is "345", enter "3" on the keypad, since this number is three digits long.



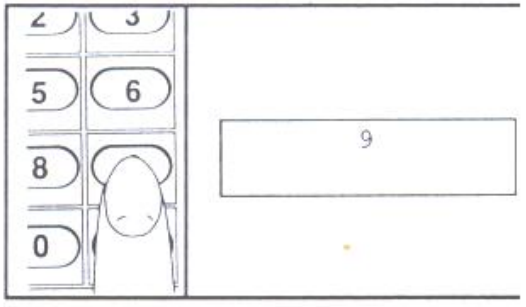
4 Press the START key to register the number of digits in your PBX outside line access code into the OF-7's memory. The display will return to the PBX access code and redial options menu.



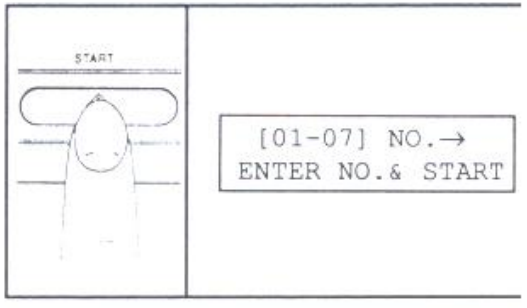
5 Using the keypad, enter "02". The display will change, presenting either a blank screen or a single number. This number is the first digit of the current outside line access number. In the example shown, the first digit is "3".



6 Enter the first digit of your outside line access code. For example, if your access code is "9", just enter "9". If your access code is "345", enter "3".

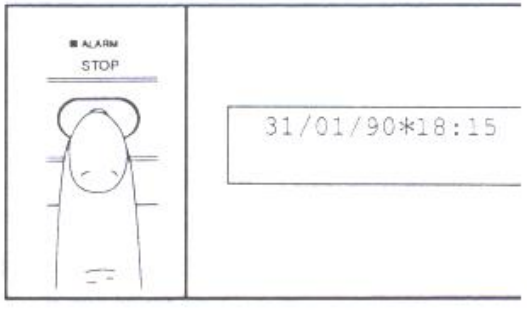


7 Press the START key. The OF-7 will store the first digit of your access number in memory and return to the PBX access code and redial options menu.



8 If your outside line access number has only one digit, you are finished. Press the STOP key and the OF-7 will return to standby mode.

If your PBX uses an access number with more than one digit, finish entering the second, third and fourth digits. To enter the second digit, enter "03" on the keypad, then the second digit, then press START. To enter the third digit, enter "04" on the keypad, then the third digit, then press START. To enter the fourth digit, enter "05" on the keypad, then the fourth digit, then press START. Press the STOP key when you have entered the final digit of your access code. The OF-7 will return to standby mode.

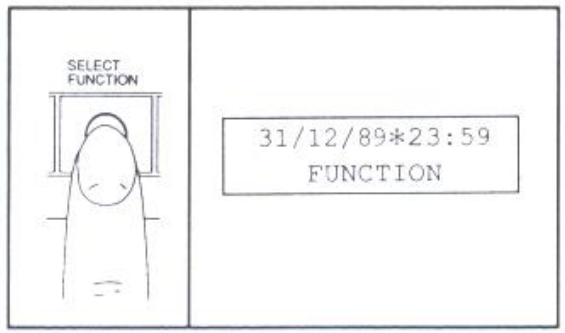


Auto Redial

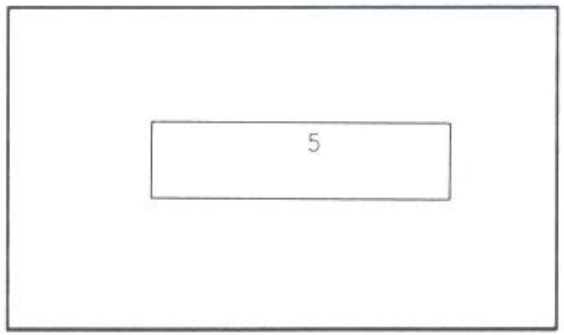
Number of Automatic Redial Tries

If the remote facsimile machine dialed by your OF-7 is busy, the OF-7 will automatically try to call the remote machine at least one more time. The instructions included here allow you to select the number of times (between 1 and 8) that your OF-7 will automatically redial a busy number.

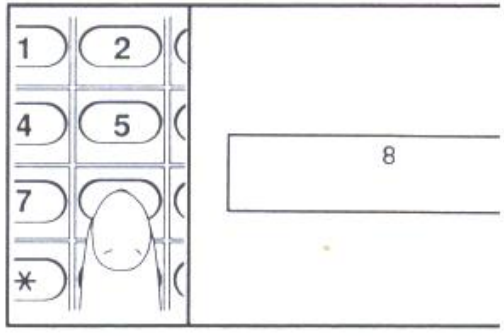
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



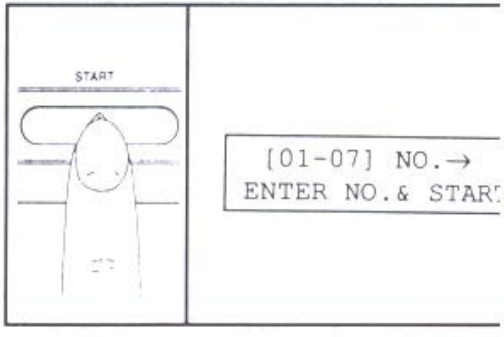
2 On the keypad, press "*", "1", "0" and "6" in that order. The first two characters ("*1") select a PBX access code and redial options menu, and the second two digits ("06") select the sixth option from the menu (number of redial tries). When you are finished, the display will either be blank or will have a single number showing the current number of automatic redial tries that the OF-7 is set for. In the example shown, the OF-7 is currently set to automatically redial up to 5 times.



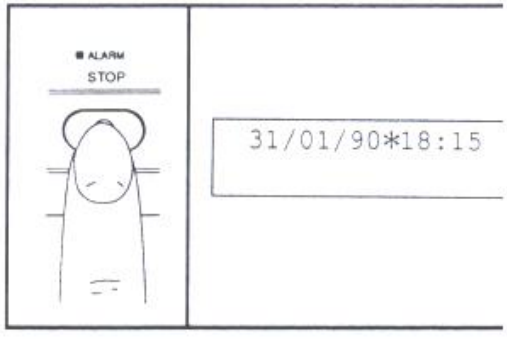
3 Using the keypad, enter the number of redial tries that you want the OF-7 to automatically make (between 1 and 8).



4 Press the START key to store this number in the OF-7's memory. The display will return to the PBX access code and redial options menu.



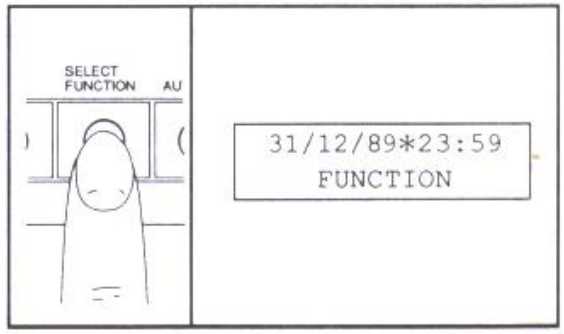
5 Press the STOP key to return the OF-7 to standby mode (the clock will appear in the display).



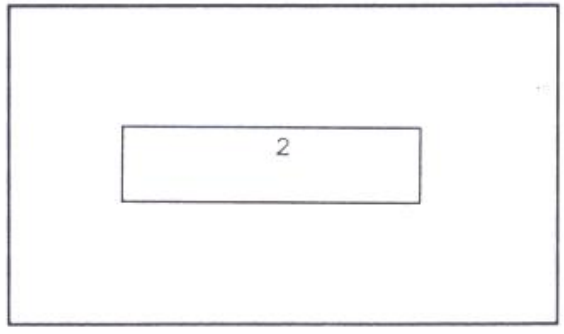
Interval Between Automatic Redial Tries

Use these instructions to set the length of time, in minutes, that you want to have between automatic redial tries (between 1 and 6).

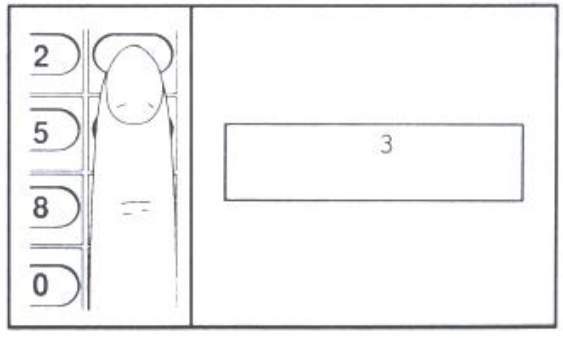
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



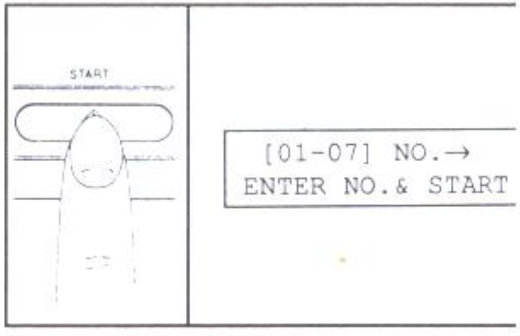
2 On the keypad, press "*", "1", "0" and "7" in that order. The first two characters ("*1") select a PBX access code and redial options menu, and the second two digits ("07") select the seventh option from the menu (interval between tries). When you are finished, the display will either be blank or will have a single number showing the current number of minutes between redial tries that the OF-7 is set for. In the example shown, the OF-7 is currently set to wait 2 minutes between automatic redial tries.



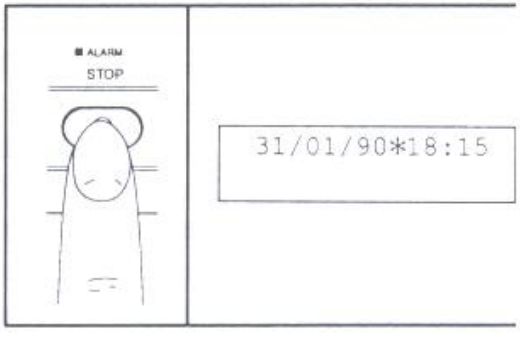
3 Using the keypad, enter the number of minutes you want the OF-7 to wait between redial tries (between 1 and 6).



4 Press the START key to store this number in the OF-7's memory. The display will return to the PBX access code and redial options menu.



5 Press the STOP key to return the OF-7 to standby mode (the clock will appear in the display).

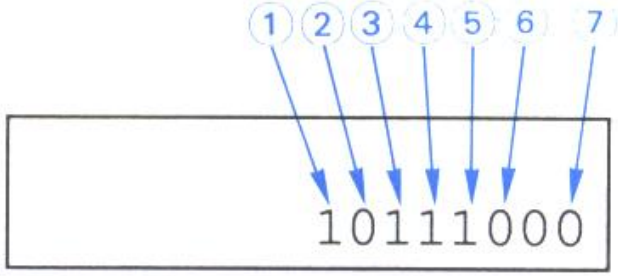


IV

INITIAL SETTINGS

Changing Your OF-7's Initial Settings

Your OF-7 has seven feature settings that can be turned on, turned off or otherwise changed by the operator. These functions are set using an 8-digit display, with a "1" or a "0" at each position in the display (see the example on the right). Each function has two settings. Entering a "1" selects the first setting, and entering a "0" selects the second setting. Instructions for changing these settings are on the following page.



① **Sender I.D.**
A "1" in this position will turn on the Sender I.D. function. The date, time, page number and Sender I.D. will be printed on the top of every transmitted document. A "0" in this position will turn off the Sender I.D. function.

② **Sender I.D. Position**
A "1" in this position will cause the Sender I.D. to be printed inside the first .5 cm of the transmitted document. A "0" in this position will cause the Sender I.D. to be printed outside of the document, adding approximately .5 cm to the length of each page.

③ **Activity Report**
A "1" in this position will cause the Activity Report to be automatically printed after 30 Transmit/Receive sessions. A "0" in this position will store the last 30 Transmit/Receive sessions in memory, but they will not be automatically printed. Regardless of what you set here, you can always manually request an Activity Report.

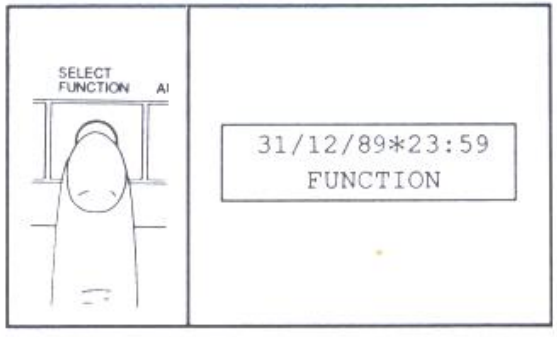
④ **Auto Redial**
A "1" in this position will turn on the Auto Redial feature. A "0" in this position will turn off the Auto Redial feature.

⑤ **Type of Date Display**
A "1" in this position will cause the date to be displayed as "Day/Month/Year". A "0" in this position will cause the date to be displayed as "Month/Day/Year".

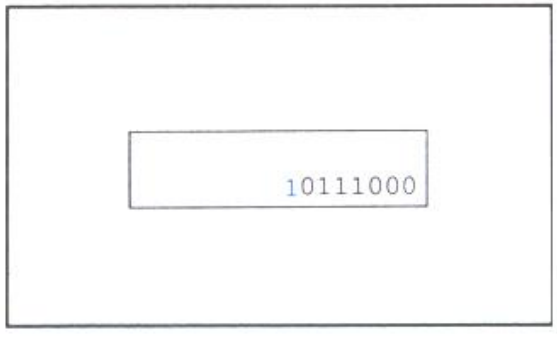
⑥ **End of Session Paper Feed**
A "1" in this position will cause the trailling edge of the last document of a receiving session not to be fed to the tear bar (thus saving paper). A "0" in this position will cause the trailling edge of the last document of a session to be fed to the tear bar.

⑦ **Volume of Key Select Tone**
A "1" in this position will cause a loud "beep" sound when a key is pressed. A "0" in this position will cause a normal "beep" sound when a key is pressed.

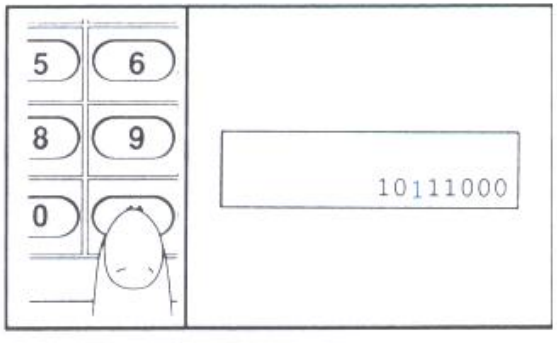
1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



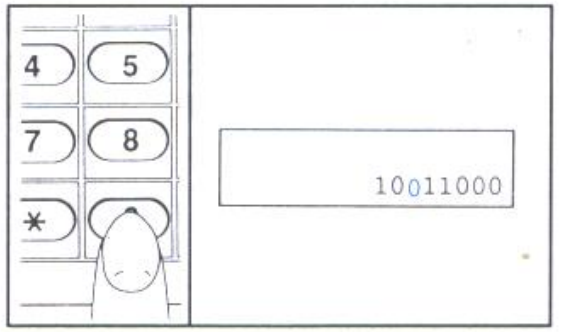
2 Press "901" on the keypad, then press the START key. The display will show a menu momentarily, then will display a block of eight numbers which represent the OF-7's current settings. The leftmost digit will be flashing, indicating that the cursor is located on this digit (the cursor marks the setting you can change).



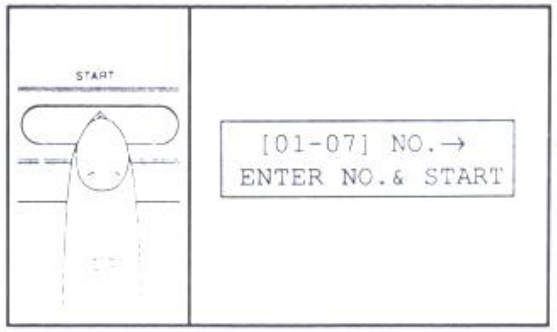
3 Check the meaning of the current settings against the information on the previous page. To change a setting, first use the "*" and "#" keys to move the cursor to the setting you want to change. The "*" key moves the cursor to the left, and the "#" key moves the cursor to the right.



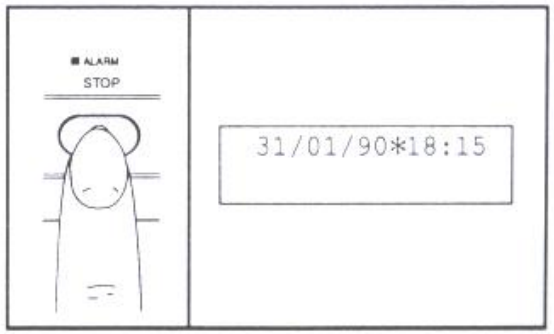
4 When the function you want to change is flashing, use the key-pad to enter a "1" or a "0" as required, and that position in the display will change. You can change as many of these settings at one time as you wish.



5 Press the START key. Your new settings will be saved and the display will return to the menu that you saw briefly before.



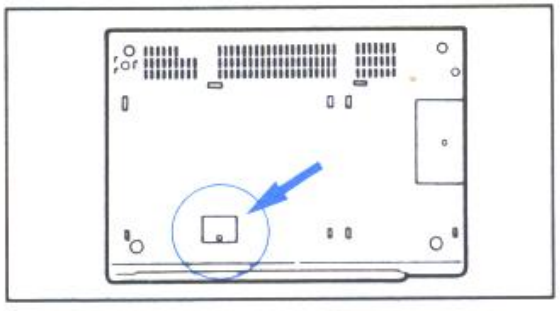
6 Press the STOP key. The display will return to the normal standby mode.



Setting the OF-7 for Tone or Pulse Dial Operation

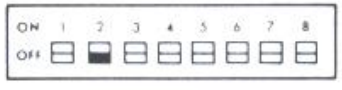
Your OF-7 is shipped from the factory with Pulse Dial operation active. If this type of dialing is not compatible with your telephone system, you will need to change the position of Feature Selection Switch 2. To activate Tone dialing, turn this switch to the OFF position. DO NOT change the position of the other switches.

1 Turn over your OF-7 and locate the switch bank on the bottom panel. Remove the screw and cover plate.



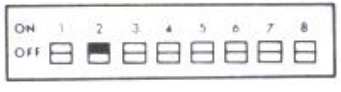
2 Locate switch 2 and set it as required (ON for Pulse dialing, OFF for Tone dialing). DO NOT change the position of the other switches.

ON for Pulse dialing



3 Replace the screw and cover plate.

OFF for Tone dialing



If necessary, please contact your service representative.

V

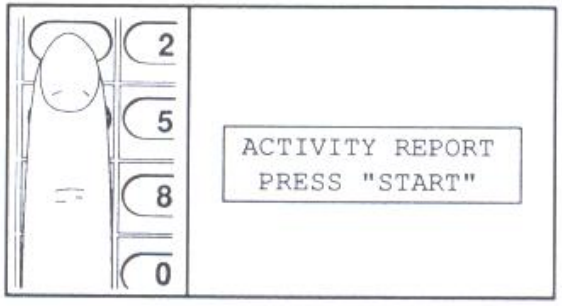
REPORTS

Activity Report (manual request)

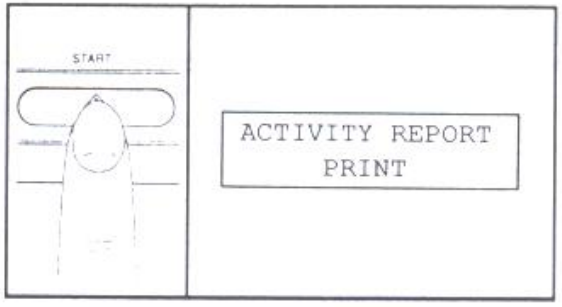
Each time you transmit or receive a document, your OF-7 records the results of the communication and stores it in memory (up to a maximum of 30 records). When the number of records reaches 30, the OF-7 is set to automatically print out a list of all records, clear its memory and prepare itself for recording the results of new sessions. If you want to turn this feature off, see "Changing Your OF-7's Initial Settings" in Section III. This section describes how to manually print an Activity Report.

1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.

2 Press "1" on the keypad. The display will tell you that the OF-7 is ready to print the report, and will prompt you to press the START key.



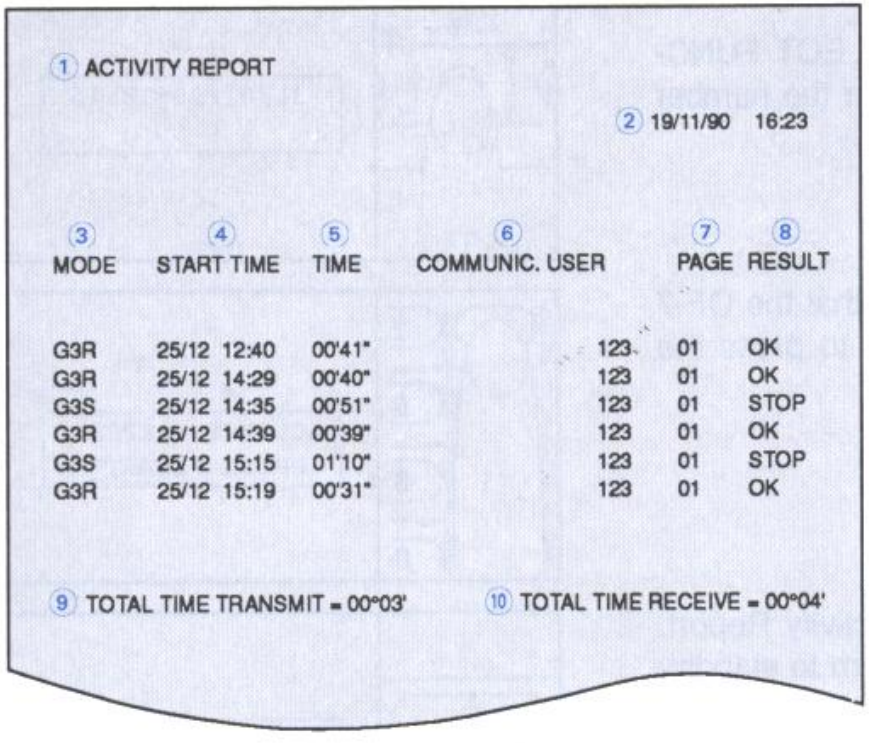
3 Press the START key. The OF-7 will print the Activity Report. When the printing is completed, the OF-7 will return to standby mode.



(Activity Report Print Out)

Below you will find an Activity Report example and explanations of its components.

Activity Report Example



① ACTIVITY REPORT

② 19/11/90 16:23

③ MODE	④ START TIME	⑤ TIME	⑥ COMMUNIC. USER	⑦ PAGE	⑧ RESULT
G3R	25/12 12:40	00'41"	123	01	OK
G3R	25/12 14:29	00'40"	123	01	OK
G3S	25/12 14:35	00'51"	123	01	STOP
G3R	25/12 14:39	00'39"	123	01	OK
G3S	25/12 15:15	01'10"	123	01	STOP
G3R	25/12 15:19	00'31"	123	01	OK

⑨ TOTAL TIME TRANSMIT = 00°03'

⑩ TOTAL TIME RECEIVE = 00°04'

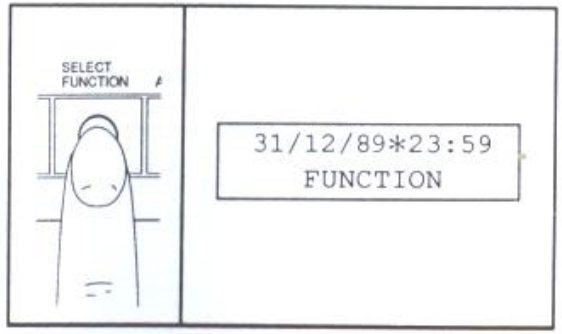
Explanation of Activity Report Components

① Title of the report
② Date and time report is made
③ The type of session
G3S = Transmit in CCITT Group 3 mode
G3R = Receive in CCITT Group 3 mode
④ Date and start time for each session
⑤ The elapsed time for each session
⑥ The telephone number or I.D. of the remote facsimile machine
⑦ The number of pages exchanged
⑧ The result of each session
OK (successfully completed)
NG (failed due to a communication error)
STOP (STOP button pressed)
⑨ Total transmit time in hours and minutes
⑩ Total receive time in hours and minutes

Configuration Report

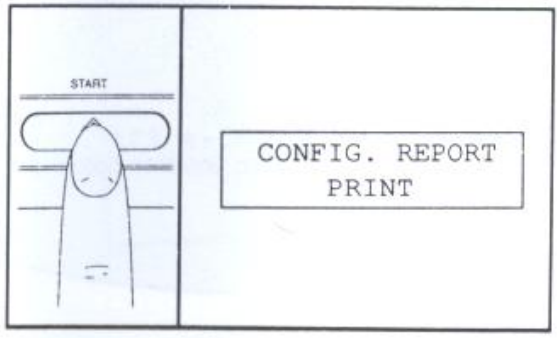
The configuration report gives you all the necessary information concerning the status of your OF-7's operational features and the telephone numbers (codes) which have been programmed into the machine's memory. Follow the procedure described below to get a printout of this report at any time.

1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



2 Press "2" on the keypad. The display will tell you that the OF-7 is ready to print the report, and will prompt you to press the START key.

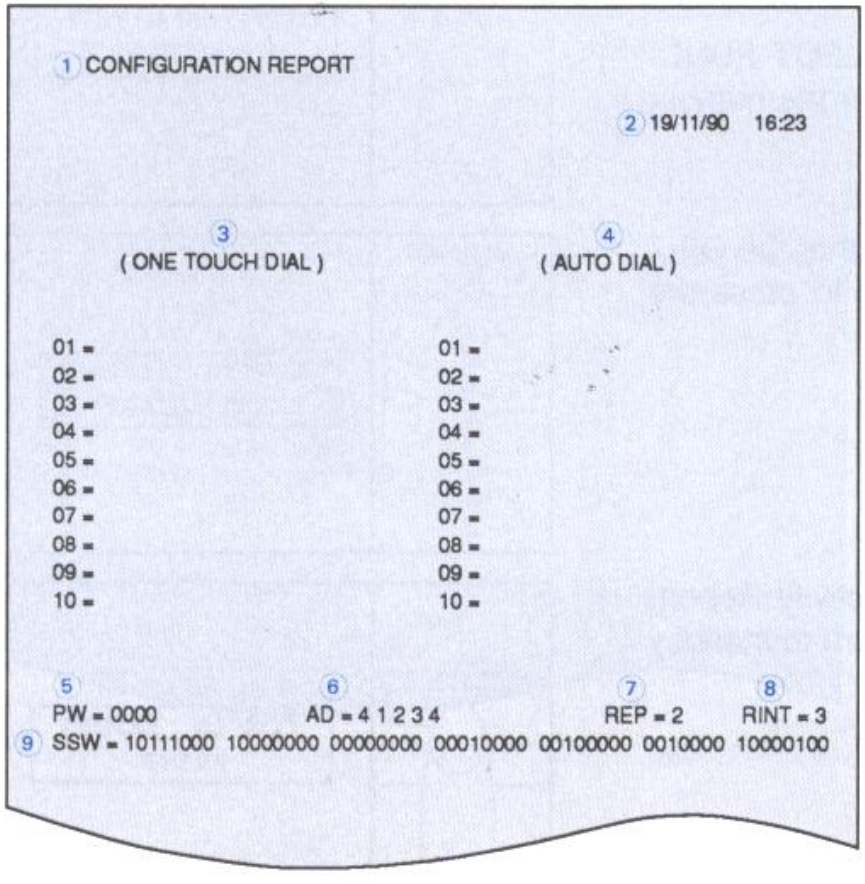
3 Press the START key. The OF-7 will print the Activity Report. When the printing is completed, the OF-7 will return to standby mode.



(Configuration Report Printout)

Below you will find a Configuration Report example and an explanation of its components.

Configuration Report Example



1 CONFIGURATION REPORT

2 19/11/90 16:23

3 (ONE TOUCH DIAL)	4 (AUTO DIAL)
01 =	01 =
02 =	02 =
03 =	03 =
04 =	04 =
05 =	05 =
06 =	06 =
07 =	07 =
08 =	08 =
09 =	09 =
10 =	10 =

5 PW = 0000 6 AD = 4 1 2 3 4 7 REP = 2 8 RINT = 3

9 SSW = 10111000 10000000 00000000 00010000 00100000 0010000 10000100

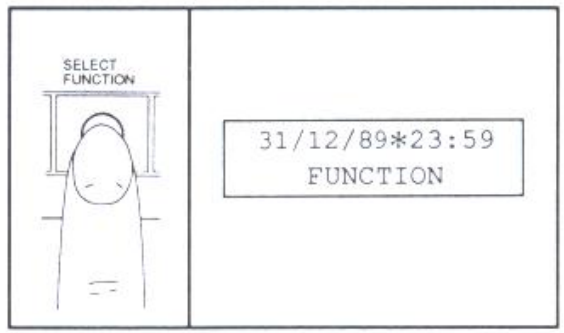
Explanation of Configuration Report Components

1. Title of the report
2. Date and time report is made
3. Telephone numbers assigned to ONE-TOUCH keys
4. Telephone numbers assigned to Auto Dial codes
5. Poll password
6. PBX Access Digits
7. Number of automatic redial tries
8. Interval between automatic redial tries
9. Coded features/functions available
   The leftmost group of 8 digits correspond to your function settings (refer to page 63 for an explanation). The other 6 groups correspond to Service Settings.

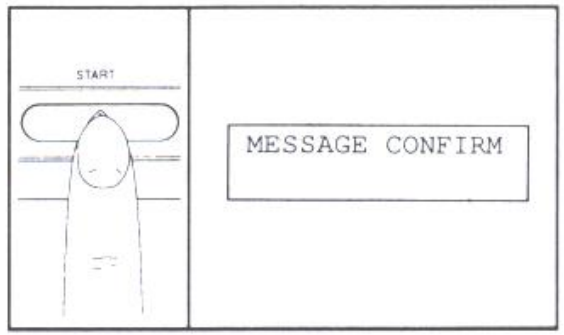
Confirmation Report

Each time the OF-7 transmits a document, you can obtain a printed report to check the result of the transmission. The record of the communication result will be held in memory until the next transmission takes place. The information contained in this report is similar to the Activity Report.

1 With no documents in the feeder, press the SELECT FUNCTION key once. The OF-7 will prompt you to enter the number of the function you want.



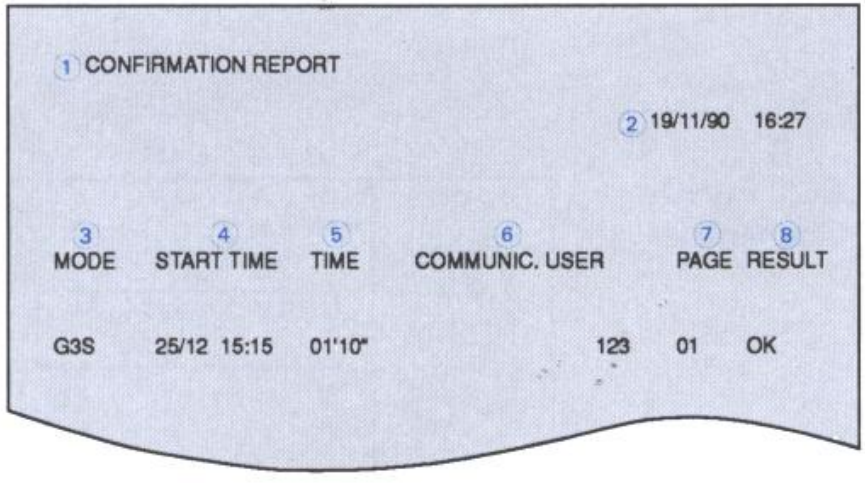
2 Press the START key. The OF-7 will print the Confirmation Report. When the printing is completed, the OF-7 will return to standby mode.



(Confirmation Report Printout)

Below you will find a Confirmation Report example and an explanation of its components.

Confirmation Report Example



Explanation of Confirmation Report Components

(1) Title of the report
(2) Date and time report is made
(3) The type of session
G3S = Transmit in CCITT Group 3 mode
(4) Date and start time for the session
(5) The elapsed time for the session
(6) The telephone number or I.D. of the remote facsimile machine
(7) The number of pages exchanged
(8) The result of the session
OK (successfully completed)
NG (failed due to a communication error)
STOP (STOP button pressed)

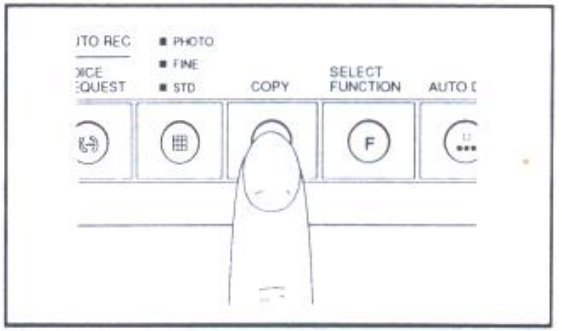
VI

MAINTENANCE

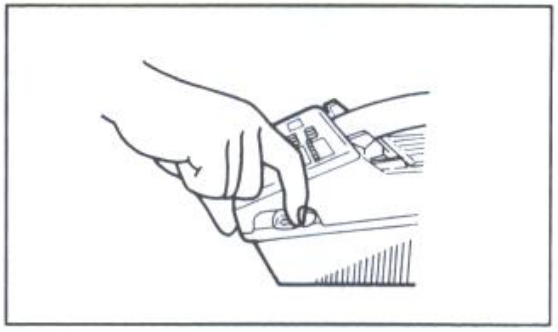
Fixing Paper Jams

Fixing Paper Jams (Transmission)

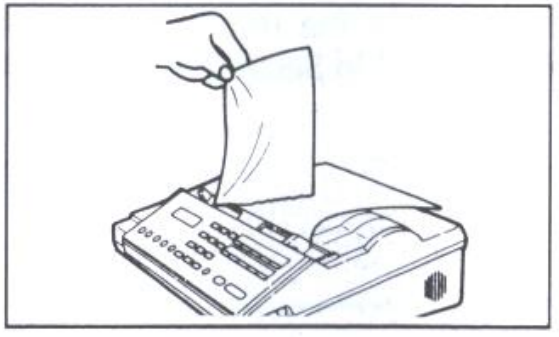
If a document becomes jammed in the Automatic Document Feeder at the end of a transmit session, the OF-7 will sense a document jam. If such a document jam occurs, it can be removed by the following methods.



1 Press the COPY key. The scan motor will run and drive the document out of the exit area of the machine.



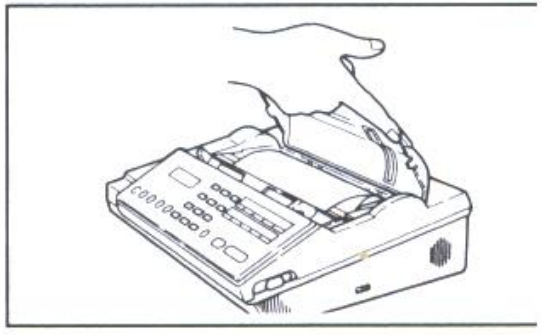
2 If the document jam is such that the scan motor cannot drive the document out, pull the Document Release Lever, located on the right side of the OF-7, to release the pressure applied to the document.



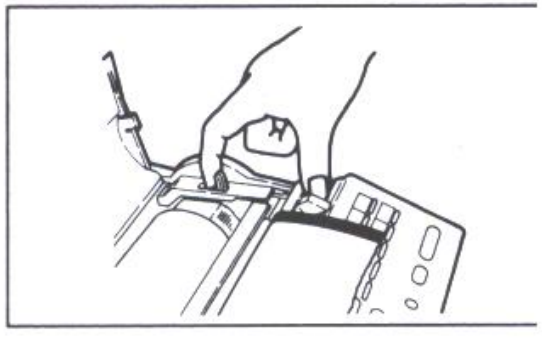
3 Remove the document and press STOP to return to normal standby mode.

Fixing Paper Jams (Reception)

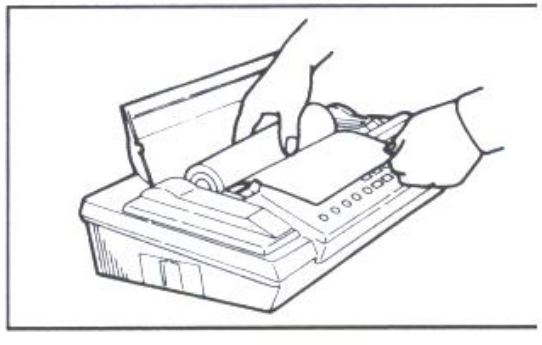
If your OF-7 indicates that you have paper, but no receive paper exits the machine as documents are received, the receive paper may be jammed inside the Paper Compartment.



1 Open the Top Cover.



2 Pull the Paper Release Lever toward you and remove the roll of receive paper.



3 Reload the receive paper as described in "Loading Printing Paper" in Section I.

Problem Checklist

(Simple Solutions to Seemingly Major Problems)

In many cases of "It doesn't work!" crises, the solution, and the cause, are very simple. Check the following list before calling for servicing to save yourself time and frustration.

Problem	Solution
No LED indicators are glowing and the display is blank.	Check the power switch, power cord connection both with the OF-7 and with the wall socket, and also the mains fuse or circuit breaker of your house or office.
The OF-7 does not receive documents automatically.	Press the VOICE REQUEST/ AUTO REC key to turn on the VOICE REQUEST/AUTO REC indicator. If it doesn't glow, check to see if the handset of the telephone connected to your OF-7 is off the hook.
After a facsimile session ends, the machine beeps. You lifted the handset but could not hear any sound, and in the meantime the machine was disconnected from the line.	The remote operator might have placed a Voice Request during the session. After you lifted the handset, you might have forgotten to press the VOICE REQUEST/AUTO REC key. After 15 seconds the OF-7 automatically disconnects the line if the Voice Request is not answered.

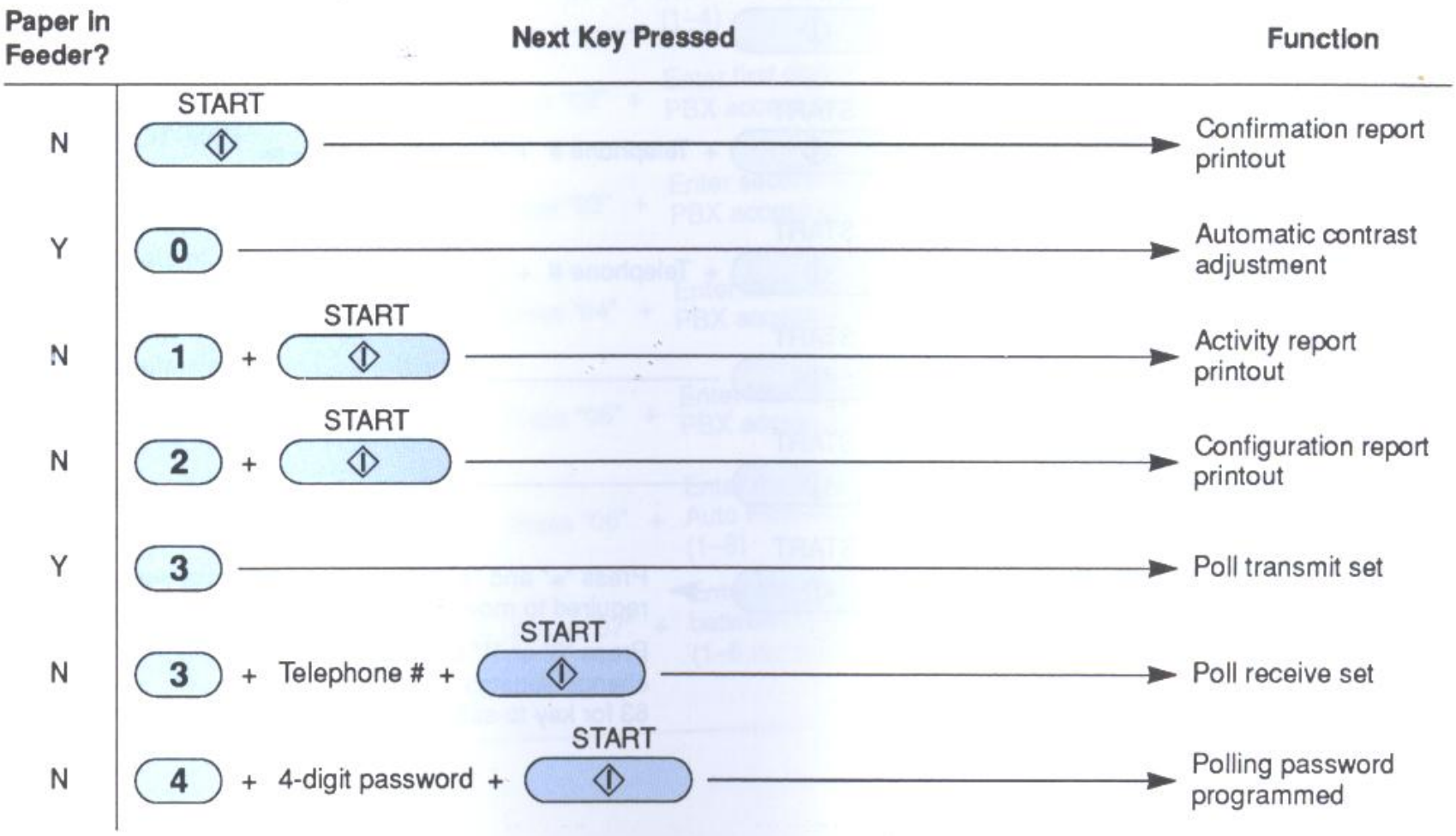
Problem	Solution
After loading a document in the Automatic Document Feeder, you entered a 2-digit Auto Dial code, but the machine does not work.	You forgot to press the AUTO DIAL key before entering the 2-digit Auto Dial code. Alternatively, the Auto Dial code may not be properly entered in the OF-7's memory.

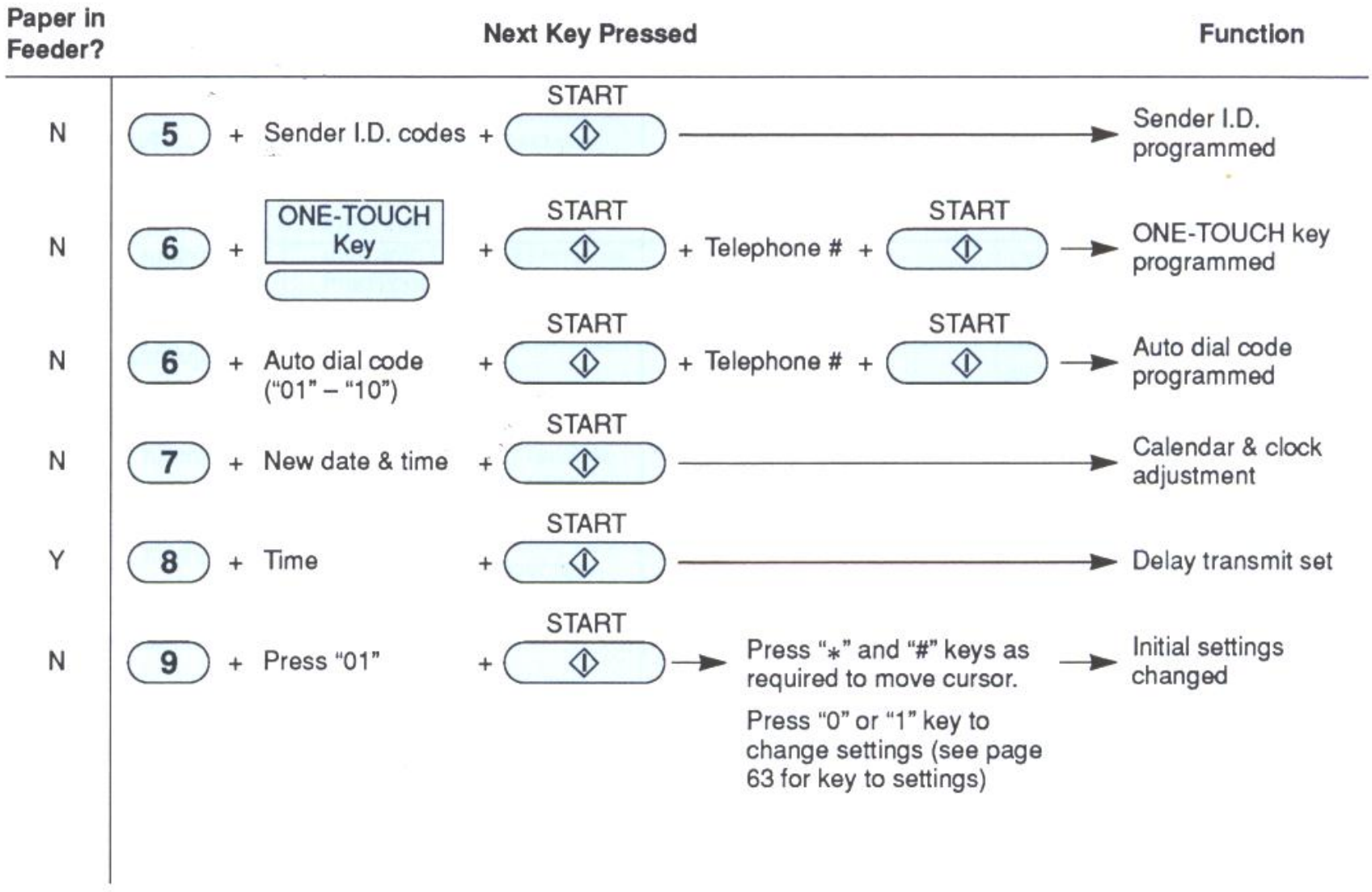
Problem	Solution
The display shows a "Communication Error" message.	This message can indicate any of a number of problems. The list below will help you isolate the problem. • Non-compatible units. Your OF-7 can only communicate with Group 3 facsimile machines. • The remote unit cannot perform the selected function, such as Poll. • The remote unit you are transmitting to is out of paper and cannot receive. • Bad telephone line connection. Try the call again. • Wrong number. Make sure you have the proper telephone number for the remote unit you want to transmit to. • The remote unit or your unit needs service attention. Try to transmit to another remote unit to verify that your unit is working properly.

Problem	Solution
Blurred/Smeared Copies When Transmitting	Your OF-7 comes equipped with automatic contrast control to optomize transmit quality. In rare cases, the contrast can be affected by outside influences such as power surges, line spikes, the Power Switch being turned OFF and On repeatedly, and so on. To reset the contrast, place a plain white piece of paper in the document feeder, press the SELECT FUNCTION key, and then press the "0" key and the "1" key in that order. The OF-7 will feed the paper through the scan area and readjust the contrast.

SELECT FUNCTION Key Quick Reference Chart

Refer to this chart in order to find out what functions can be activated using the SELECT FUNCTION key. The chart assumes you have already pressed the SELECT FUNCTION key and shows what happens for each next key that may be pressed.




Paper in Feeder?
Next Key Pressed
Function
N
5 + Sender I.D. codes + START → Sender I.D. programmed
N
6 + ONE-TOUCH Key + START + Telephone # + START → ONE-TOUCH key programmed
N
6 + Auto dial code ("01" – "10") + START + Telephone # + START → Auto dial code programmed
N
7 + New date & time + START → Calendar & clock adjustment
Y
8 + Time + START → Delay transmit set
N
9 + Press "01" + START → Press "*" and "#" keys as required to move cursor. → Initial settings changed
Press "0" or "1" key to change settings (see page 63 for key to settings)

Paper in Feeder?	Next Key Pressed						Function
N	*	+ Press "1" +	Press "01" +	Enter number of digits in PBX access code (1–4)	+ START	→	Number of digits in PBX access code set
	*	+ Press "1" +	Press "02" +	Enter first digit of PBX access code	+ START	→	First digit in PBX access code set
	*	+ Press "1" +	Press "03" +	Enter second digit of PBX access code	+ START	→	Second digit in PBX access code set
	*	+ Press "1" +	Press "04" +	Enter third digit of PBX access code	+ START	→	Third digit in PBX access code set
	*	+ Press "1" +	Press "05" +	Enter fourth digit of PBX access code	+ START	→	Fourth digit in PBX access code set
	*	+ Press "1" +	Press "06" +	Enter number of Auto Redials wanted (1–8)	+ START	→	Number of Auto Redials set
	*	+ Press "1" +	Press "07" +	Enter interval between Auto Redials (1–6 minutes)	+ START	→	Interval between Auto Redials set
	STOP					→	Return to standby mode

Specifications

Some of the OF-7's major specifications are listed below:

Type:	Desktop CCITT G3 transceiver
Transmission speed:	9600/7200/4800/2400 bps (automatic fall-back)
Communications:	Half duplex
Coding scheme:	Modified Huffman
Document size:	Minimum width 148 mm Maximum width 216 mm
Resolution:	Horizontal 8 pel/mm Vertical 3.85 line/mm (standard) 7.70 line/mm (fine)
Recording paper	Thermal recording paper (30m roll) A4 (210mm), U.S. Letter (216mm)
Weight:	5 kg (Excluding recording paper roll)
Dimensions:	365mm (W) × 262mm (D) × 100mm (H)
Power:	230VAC ± 15%, 50 Hz to 60 Hz
Recorder type:	Thermal
Operating conditions	Relative Humidity 20% to 80% (non-condensing) Temperature 10°C to 35°C
Display	16 characters by 2 rows, LCD panel
Document Feed	Automatic for a maximum of 5 pages at a time

Glossary

Activity Report
This report lists information about a maximum of the last 30 Transmit and Receive sessions, and includes detailed information about each session. The report can be set to print automatically after every 30 Transmit and Receive session, or to print on demand.

CCITT
Consultative Committee for International Telephone and Telegraph. An international committee of telecommunications manufacturers and users which sets worldwide standards for data communication.

Configuration Report
A printout from your unit listing all current settings and entries that you, the user, can enter or change.

Confirmation Report
This report prints a verification of the last Transmit session, and includes detailed information about what occurred during that session.

Delay Transmit
An operating mode of the OF-7 that allows you to transmit a document automatically at a later, predetermined time.

Document
A written message from one person or group to another person or group consisting of one or more sheets of paper.

Original Document
The sheet(s) of paper that you place on the Document Feeder to transmit to another location.

Poll Password
A security measure which ensures that only authorized remote units can poll your facsimile machine for documents. Only remote units which have the same poll number as yours may poll your machine for documents.

Poll
One unit asking another unit if it has documents loaded to send to the first unit.

Poll Receive
Calling an unattended remote unit set in Poll Transmit mode with documents loaded to send, and commanding the remote unit to transmit the documents to your unit.

Poll Transmit
Loading documents on your unit so that a remote unit can command your unattended unit to transmit the documents to your unit.

Receive (RX)
One fax unit receiving a facsimile of an original document sent over telephone lines from another fax unit.

Sender I.D.
The letters and numbers you choose to enter into your fax unit to identify yourself or your company to a remote fax unit. Your Sender I.D. prints out at the top of copies you transmit to other units.

Session
The activity performed by a fax unit from the time START is activated to the time the fax unit disconnects the telephone line and returns to Standby.

Transmit (TX)
One fax unit transmitting a facsimile of an original document over telephone lines to one or more other fax units.

Voice Request
A feature which allows the operator at either end of a facsimile transmission session to request a voice conversation with the other operator.

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All specifications and details published are subject to change without notice.

OKI

OKI Electric Industry Co., Ltd.

Head Office: 4-10-3, Shibaura, Minato-ku, Tokyo 108, JAPAN Tel: (03) 454-2111 Telex: J22627 Fax: (03) 452-5214

M-340152-1B 01/90 Printed in Japan